



# *Vacant & Foreclosed Property Ordinance*

*City Of Elizabeth*

*May 8, 2012*

# *Vacant & Foreclosed Property Ordinance*

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**This 2008 Ordinance Requires:**

- **Registration + \$100.00 Fee;**
- **Sign (on site) with Maintenance Co. Info & Inspect Property 2 x Per Month;**
- **Property Maintenance**

# Registration Form

- Property Address: \_\_\_\_\_
- Block: \_\_\_ Lot: \_\_\_ Census Tract#: \_\_\_ Property Type: \_\_\_
- 
- Individual Property Owner/Agent Name \_\_\_\_\_
- Mailing Address: \_\_\_\_\_ (*No P.O. Boxes*)
- Phone Number: \_\_\_\_\_
- 
- This property was inspected on \_\_\_/\_\_\_/\_\_\_ and
- IS or IS NOT currently vacant.
- 
- If vacant, property management firm is: \_\_\_\_\_
- 
- Individual/Company Name \_\_\_\_\_
- Contact Person \_\_\_\_\_ Email \_\_\_\_\_
- Address: \_\_\_\_\_
- Mailing Address: (*No P.O. Boxes*) \_\_\_\_\_
- 24 Hour Contact Phone Number \_\_\_\_\_

# Registration Data

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- Maintained on Spreadsheet;  
*(Soon to be converted to Access)*
- Compared to Home Sale Info;
- Compared to Notices of Intent;
- Adjusted Weekly

# Spreadsheet

- Property Address;
- Block & Lot;
- Census Tract;
- Property Type;
- Property Management Contact Info;
- Vacant or Occupied;
- Owner/Agent Contact Info;
- Payment Info;
- Sold Info

# *Fees & Fines*

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- \$100.00 to Register Annually;
- \$300.00 Per Violation:
  - *Not Registering;*
  - *Not Posting Sign;*
  - *Not Maintaining Property*

# *Amendments*

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HUD Owned Properties  
Must Be Registered,  
But Fee Is Waived

# *Vacant & Foreclosed Property Ordinance*

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Ordinance ≠ Compliance

# *Actions Taken*

Letters sent to all  
"Intent to Foreclose"  
Notices received

*(With Copies of Ordinance  
& Registration Form);*

# Results

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- 600 New Registrations;
- E-mail Addresses;
- Forms Incomplete;
- Signs Not Being Posted

# *Notices*

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## Reminders To Existing Registrants:

- Re-Register;
- Submit Completed Forms;
- Proof of Transfer

# *Future Notices*

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- Realtors;
- Real Estate Attorneys;
- Property Maintenance Firms

# *Internal Problems*

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Departments &  
Staff Have Limited  
Knowledge of  
Ordinance

# Solutions

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- Understand who does what;  
*(Construction, Health, Housing, Police, EHIP);*
- *Educate them about Ordinance & responsibilities;*
- *Provide access to data*

# Immediate Outcomes

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Increases in:

- Revenue;
- Efficiency;
- Property Maintenance;
- Knowledge of Ownership & Concentrations

# Long Term Outcomes

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- Data analysis for planning purposes;
- Community groups to support enforcement;
- Banks to get properties sold or occupied;
- Improve efficiency & effectiveness.

# Lessons Learned

## Ordinance Alone Will Not Solve Problem

- Communication
- Cooperation
- Coordination
- Commitment

