MANCHESTER TOWNSHIP

1 COLONIAL DRIVE • MANCHESTER, NJ 08759 • (732)657-8121
DEPARTMENT OF INSPECTIONS, LAND USE & PLANNING

GARY SYLVESTER, CPWM
DIRECTOR

KENNETH T. PALMER
MAYOR

DE-REGISTRATION FORM FOR VACANT/ABANDONED PROPERTY

Please fill out the information requested below and deliver to Manchester Township:
Attn: Amanda Kisty, Code Enforcement Officer, 1 Colonial Drive, Manchester, NJ 08759.

PROPERTY INFORMATION Notice: Documentation in support of De-Registration, as listed below, is ***REQUIRED*** to facilitate a request for De-Registration.	
Property Address:	Property Release Date:
Block: Lot:	Manner of Change in Vacancy (*i.e.* owner occupied sale, lease to tenant, sale of mortgage to new creditor, etc.):
Required Documentation Submitted in Support of De-Registration Request: 1. Deed; 2. Rental Agreement; 3. Landlord Registration; 4. Certificate of Occupancy; and/or 5. Rental Certificate of Occupancy	

CURRENT CREDITOR/OWNER SUBMITTING APPLICATION	
Creditor/Owner Name:	
Mailing Address:	
Agent of Contact:	Contact Phone #:
E-mail Address:	

NEW OWNER/CREDITOR Notice: Failure to provide contact information for new ownership with result in responsibility remaining with current ownership/mortgagee until Ocean County Records reflect new ownership	
Company/Owner Name:	
Mailing Address:	
Agent of Contact:	24 Hour Contact Phone #:
E-mail Address:	

An inspection by the Manchester Township Code Enforcement Division will also be conducted to verify compliance.

Submitted By: Print Name:_____ Date:_____

For further information, please contact Amanda Kisty: AKisty@ManchesterTwp.com

Office Use Only:
Date Received: _____
Received by: _____
Date of De-registration: _____
De-Registration by: _____

Notes:
_____
_____
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