

NEW JERSEY PROPERTY TOOLKIT

New Jersey Vacant House Security & Maintenance Checklist

VACANT PROPERTY CHECKLIST

Planning Resource No. 11 | August 2026

Owners, heirs, executors, and family coordinators responsible for an unoccupied New Jersey house. Vacancy changes risk quickly. Use this checklist to assign responsibility for access, insurance, utilities, weather, maintenance, mail, municipal notices, and documented inspections while the property decision is being made.

Important

- ☐ Use this resource to organize information and questions; do not treat it as legal, tax, financial, title, lending, court, insurance, or municipal advice.
- ☐ Verify every deadline, payoff, authority document, public requirement, and professional conclusion with the responsible source.
- ☐ If a court, sheriff sale, foreclosure, tax sale, safety, insurance, or occupancy deadline exists, seek qualified help immediately.

Who Should Use This Resource

- ☐ Owners, heirs, executors, and family coordinators responsible for an unoccupied New Jersey house.
- ☐ People who need one organized file before speaking with an attorney, title company, lender, municipality, insurer, housing counselor, or buyer.
- ☐ Families comparing options without losing track of urgent property facts and deadlines.

Start Here: Immediate Priority Checklist

Complete this page before the detailed worksheets. Circle or highlight any item that cannot wait.

- ☐ Tell the insurer the true occupancy or vacancy status and follow written requirements.
- ☐ Change or control locks only when legally authorized; document every key holder.
- ☐ Inspect active water, heat, electrical service, alarms, leaks, and immediate hazards.
- ☐ Remove perishables and secure medications, weapons, valuables, identity records, and financial papers.
- ☐ Post no public sign that advertises extended vacancy unless required by an authority.
- ☐ Create dated inspection photos and a written visit log.

Property Contact Snapshot

Contact / Office	Name, phone, email, reference number
Owner / estate representative	
Attorney	
Title company	
Mortgage servicer	
Municipality	
Tax collector	
Insurer	
Trusted property contact	

Secure Access and Accountability

- ☐ Name one property coordinator and one backup.
- ☐ Record every key, code, contractor, visitor, and access date.
- ☐ Secure windows, doors, garages, sheds, gates, vehicles, and exterior equipment.
- ☐ Maintain safe exterior lighting without creating an obvious vacancy signal.
- ☐ Do not remove an occupant or change access rights without legal guidance.

Notes and Proof

Utilities, Weather, and Systems

- ☐ Follow insurer and licensed-professional instructions for heat and winterization.
- ☐ Check water supply, plumbing, sump pumps, roof, gutters, drainage, and freeze risk.
- ☐ Test smoke and carbon-monoxide alarms and maintain required fire-safety equipment.
- ☐ Document fuel, generator, septic, well, elevator, pool, solar, and security systems.
- ☐ Create storm, freeze, power-outage, and leak-response contacts.

Notes and Proof

Municipal and Neighborhood Conditions

FREE TO FIND OUT

You do not need every document or every answer before contacting us.

We buy New Jersey houses as-is - no repairs, cleanup, showings, or commissions. Tell Ray what is happening and what deadline you are facing. It is free to find out whether a direct sale could help.

THE PROPERTY PROBLEM CAN START BEING ADDRESSED TODAY. Call (973) 939-5151 or text (424) 440-2739.

- ☐ Monitor mail, tax bills, code notices, registrations, lawn, snow, trash, and pest issues.
- ☐ Confirm whether the municipality requires vacant-property registration or inspections.
- ☐ Keep sidewalks, vegetation, exterior structures, and address numbers safe and visible.
- ☐ Ask a trusted local contact to report trespass, dumping, broken windows, or storm damage.
- ☐ Preserve every municipal receipt, notice, inspection result, and correction record.

Notes and Proof

Preparing for Sale or Occupancy

- ☐ Locate permits, surveys, warranties, service records, leases, and keys.
- ☐ Document personal property and obtain authority before cleanout or disposal.
- ☐ Price deferred maintenance and urgent stabilization separately from cosmetic work.
- ☐ Confirm resale, smoke/CO, certificate, zoning, and occupancy requirements.
- ☐ Keep utilities and insurance active as required through the verified handoff date.

Notes and Proof

Vacant Property Snapshot

Item	Status / Contact
Authorized property manager	
Insurer / policy	
Occupancy date	
Key holders	
Heat / water / electric	
Security / alarms	
Municipal registration	
Emergency contacts	
Most recent inspection	

Property Visit Log

Date	Visitor	Conditions Checked	Photos / Action
Exterior / entry			
Water / leaks			
Heat / power			
Mail / notices			
Weather damage			
Trespass / security			
Yard / snow			
Follow-up needed			

Questions to Take to the Right Professional

☐ Does the insurer consider the property vacant or unoccupied?

☐ Who is legally authorized to control access and contents?

☐ Which systems must remain active and inspected?

☐ Does the municipality require registration or property-maintenance action?

☐ What condition could become an emergency before the next visit?

My Next Three Actions

1. Action: _____ Owner: _____ Due: _____

2. Action: _____ Owner: _____ Due: _____

3. Action: _____ Owner: _____ Due: _____

Official Starting Sources

Use current official instructions and confirm that each source applies to the specific property and situation.

New Jersey Department of Community Affairs: <https://www.nj.gov/dca/>

New Jersey Division of Fire Safety: <https://www.nj.gov/dca/divisions/dfs/>

New Jersey County and Municipal Directory: <https://www.nj.gov/nj/gov/county/localgov.html>

The Property Problem Can Stop Today

- ☐ You do not have to repair, clean out, stage, or list a qualifying property before asking about a direct as-is purchase.
- ☐ Tell Ray what is happening, what deadline exists, and what documents you have. It is free to find out whether Viera Investment Group LLC can help.
- ☐ Call (973) 939-5151 or text (424) 440-2739. Visit vierainvestmentgroup.com/contact.

Educational Use and Professional Coordination

This resource is provided by Viera Investment Group LLC for general educational and organizational purposes. It does not create an attorney-client, fiduciary, brokerage, lending, tax, insurance, title, or advisory relationship. Laws, court rules, servicing requirements, municipal procedures, fees, forms, and deadlines can change. Consult appropriately licensed professionals and responsible public offices about the specific property.

Viera Investment Group LLC may evaluate qualifying New Jersey residential property for a direct as-is purchase. A property review or offer is not legal advice, and no visitor is obligated to sell.

Viera Investment Group LLC | 377 Valley Rd #1218, Clifton, NJ 07013 | (973) 939-5151 | vierainvestmentgroup.com