

CASE: _____



Village of Glendale Heights
Community Development Department
300 Civic Center Plaza
Glendale Heights, Illinois 60139
(630) 260-6030

VACANT BUILDING REGISTRATION FORM

Date: _____ Registration Fee: **\$100** Inspection Fee: **\$250 (Residential)**
\$500 (Other)

New Registration Renewal of Registration Amended Registration

Address of Vacant Building: _____

Property Index Number/Parcel Number: _____

Single Family Residential Multi-Family Residential Commercial/Industrial
Number of Units: _____ Number of Units: _____

Owner(s) Name: _____

Owner(s) Address: _____

Owner(s) Email: _____

Owner(s) Home Phone: _____ Owner(s) Work Phone: _____

Owner(s) Cell Phone: _____ Owner(s) Fax Number: _____

Pending Litigation Yes No Case Number: _____

Case Name: _____

Bankruptcy Number: _____ Foreclosure Number: _____

PROVIDE THE FOLLOWING INFORMATION FOR ALL PERSONS WITH ANY LEGAL INTEREST IN THE PREMISE (Use separate sheet of paper, if necessary)

Name: _____

Address: _____

Email: _____

Home Phone: _____ Other Phone: _____

PLEASE IDENTIFY A NATURAL PERSON 21 YEARS OF AGE OR OLDER WHO MAINTAINS A PERMANENT ADDRESS IN DUPAGE COUNTY, ILLINOIS THAT WILL ACCEPT SERVICE ON BEHALF OF THE OWNER.

Name: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

VACANT BUILDING PLAN
(Use separate sheet of paper, if necessary)

Description of plan of action: _____ Schedule: _____

Building repairs: _____

Nuisance abatement: _____

Property maintenance: _____

Future plans for building: Demolition Sale Rental

Additional Comments: _____

If the property owner fails to submit a vacant building plan, the Village may determine the plan. The Village will determine whether or not the provided plan complies with the Village Code. Failure to have an approved vacant building plan or failure to comply with the vacant building plan shall constitute a violation and the property owner may subject to penalties as found in the Village Code.

SUBMIT EVIDENCE OF LIABILITY INSURANCE WITH THIS APPLICATION.

The insurance requirements are as follows:

Residential 1-3 Units \$500,000.00	Residential 4-11 Units \$750,000.00	Residential 12-48 Units \$1,000,000.00	Residential 49+ Units \$2,000,000.00	Nonresidential \$2,000,000.00
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By signing this application form, the property owner is acknowledging "acceptance of notice by posting". As a result, the owner is consenting to service of notices which are required to be sent by posting on the premises if the owner fails to renew the registration or fails to provide the Village with accurate and current information with respect to the person designated as the individual to accept notices and service of processes.

Signature of Owner _____ Date _____

CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT 630-260-6030 WITHIN 30 DAYS TO SCHEDULE A VACANT BUILDING INSPECTION.