



VACANT BUILDING REGISTRATION FORM

OFFICE USE ONLY	
DATE:	_____
CASE No.:	_____
AMOUNT PAID:	_____

DATE: _____

Residential Fees: (check application type)

- | | | |
|---|--|--|
| <input type="checkbox"/> New Registration
FEE: \$300
Due within 6 months of vacant status | <input type="checkbox"/> Renewal of Registration
Annual FEE: \$300
Due annually on or before Jan 1 | <input type="checkbox"/> Amended Registration
FEE: \$300
Change of Ownership |
|---|--|--|

Commercial/Industrial Fees: (check application type)

- | | | |
|---|--|--|
| <input type="checkbox"/> New Registration
FEE: \$600
Due within 6 months of vacant status | <input type="checkbox"/> Renewal of Registration
Annual FEE: \$600
Due annually on or before Jan 1 | <input type="checkbox"/> Amended Registration
Fee: \$600
Change of ownership |
|---|--|--|

Building Information:

Address of Vacant Building: _____, Glendale Heights, IL 60139

Property Index Number/Parcel Number: _____

Building Type:

- | | | |
|---|--|---|
| <input type="checkbox"/> Single Family Residential
Number of Units: _____ | <input type="checkbox"/> Multi-Family Residential
Number of Units: _____ | <input type="checkbox"/> Commercial/Industrial
Number of Units: _____ |
|---|--|---|

Ownership information:

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: _____

Litigation / Bankruptcy / Foreclosure Information:

Pending Litigation Yes No

Case Number: _____

Case Name: _____

Bankruptcy Number: _____

Foreclosure Number: _____



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**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 Dates:
Building Repairs:		
Nuisance Abatement:		
Property Maintenance:		
Future plans for building:	<input type="checkbox"/> Demolition	<input type="checkbox"/> Sale
		<input type="checkbox"/> Rental
Additional Comments:		



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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	Residential 4-11 Units	Residential 12-48 Units	Residential 49+ Units	Nonresidential
\$500,000.00	\$750,000.00	\$1,000,000.00	\$2,000,000.00	\$2,000,000.00

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.