

## Basic Steps on How to Research the History of Your Home for Potential Landmarking:

1. Go to <http://www.maywood-il.org/Government/Maywood-Historic-Preservation-Commission.aspx> You will find helpful information and the link for the nomination form.
2. You will need your PIN (Property Index Number). You can find this on your tax bill or on the County Assessor's Website using your property address <http://www.cookcountyassessor.com/>
3. Go to the Cook County Recorder of Deeds and obtain your property's abstract.
  - a. This is a document that records all deeds or legal transactions associated with your property. It will give you the scoop on all your home's previous owners.
  - b. Purchase a copy of this to include in your nomination packet (\$11)
  - c. There are multiple properties listed on this abstract. Make sure to keep track of parcel number that is associated with your home. This is located under the "description" tab.
  - d. In the same building across the hall is where they keep the micro fiche of all property transactions. Locate the first Deed under the "inst" row that matches your parcel number and have them pull that micro fiche. You can take that down the hall and have them print it. This will have the original owners name, how much they paid for it etc. This will be included in your nomination packet.
4. Now that you know who the first owners were the research part of your endeavor begins. Historic significance in Maywood is determined on the basis of one or more of the following criteria:
  - a. Architectural, cultural, economic, historic or social significance
  - b. Site of historic event
  - c. Identification with significant person
  - d. Embodiment of significant architectural/engineering type
  - e. Design elements or materials making building innovative, rare or unique
  - f. Representation of theme, style or period
5. Start with Google/Yahoo/Bing searches to see what you can find - go deeper into the search pages because this info is older and you might have to dig deep.
  - a. Use various forms of search topics. Sometimes just the wording of your search or adding an extra word will bring up new information. Build off of the information you find. You may find new names that can lead you to more info down the road.
  - b. If you are going for architectural landmarking you would search on the style of your house (Victorian, Prairie Style, Four-Square, Bungalow etc). Find the information that best matches the style of your home and build from there.

6. Use your public resources (Maywood Library, Maywood Historical Society, Chicago History Museum, Harold Washington Library).
  - a. Try locating old photos or advertisements of your home. Check out “Facts About Maywood - Its Advantages as a Residence Location with Views & Plan of Modern Homes”.
7. Make copies of anything on your house that is pertinent (photos, new articles, death notices etc)- they will be included in your nomination packet.
8. Keep track of where you found all your information as it needs to be included in your bibliography section on the nomination form.
9. Your legal description is located on the survey of your home. You will need to include that on the nomination form. Also include a copy of your survey in with your nomination packet.
10. Take multiple photos of your house of the exterior and any original detail on the inside that are of significance (Built-in's, stain glass, fireplaces etc) and include this in your packet also.
11. Once everything is all together and you feel you have a compelling story that you are ready to share take a copy of your packet to the Village Office (40 Madison St) and deliver it to Karl Palmquist. He will then get copies of that to the Commissioners and we will then schedule an appt. at our next meeting (first Thursday of the month) for you to come in for review.

Finally, if you get stuck or have any question, contact one of the HPC Commissioners and we will be glad to help.