

Village of **MAYWOOD**



40 MADISON STREET • MAYWOOD, ILLINOIS 60153 • (708) 450-4405
COMMUNITY DEVELOPMENT

VACANT BUILDING REGISTRATION FORM

Pursuant to Chapter 150 (*Sections 150.031, 150.032, 150.033*) of the Maywood Village Code, any building that has become vacant must register with the Department of Community Development within 30 days after it becomes vacant and every six months thereafter. Please complete this form and have it mailed or delivered to:

Vacant Building Registration
Department of Community Development
40 Madison Street
Maywood, IL 60153

A check or money order in the correct registration amount* of \$250.00 made payable to the Village of Maywood must accompany the form. Please fill out the information requested in the following sections. Any changes to the information contained on this form shall be reported to the Department of Community Development within 20 days of such changes.

This registration is not a certification of Code compliance and does not protect the registered property from demolition. By registering the property the owner certifies that the property is vacant, secure, sufficiently posted and the insurance is current. Failure to comply with all the applicable requirements of the Village Code may result in fines and other penalties as allowed by law.

SECTION I – BUILDING INFORMATION

A. Correct Address of Building (include full range., e.g. 121-3 N. 5th, not just 121 N. 5th, zip code)

B. Permanent Real Estate Index Number (as printed on your real estate tax bill)

C. Primary Use of Building? Residential or Non-residential

D. Number of Units within Building? _____

SECTION II – OWNERSHIP INFORMATION

A. Please list the name, address and phone number of the owner. If there are multiple owners, please attach additional sheets.

Name _____

Address _____

Phone _____

B. The ordinance requires that if the property is held in a land trust, the beneficiary of the trust must be disclosed.

Name _____

Address _____

Phone _____

C. Please list any agent designated for receiving notices or service of process. Such person must maintain an office or actually reside in Cook County, IL. An owner who satisfies these criteria may designate himself or herself as agent.

Name _____

Address _____

Phone _____

D. The ordinance imposes obligations and liabilities on any mortgage company with an interest in the property. Please list any mortgage companies. If there are multiple companies, please attach additional sheets.

Name _____

Address _____

Phone _____

Account # _____

SECTION III-CONDITIONS/STATUS OF BUILDING

Yes No

A. Is building enclosed and secured?

___ ___

Note: Building must be secured according to Section 150.032.

B. Has a sign been posted on the building listing owner/agents name, address and phone?

___ ___

C. Is there refuse service?

___ ___

SECTION IV-INSURANCE

Section 150.31(c) requires that liability insurance shall be maintained in an amount no less than \$300,000 for residential buildings are not less than \$1,000,000 for non-residential buildings.

Yes No

A. Is evidence of insurance in the appropriate amount attached?

___ ___

SECTION V-CERTIFICATION

I hereby certify that I have examined this Vacant Building Registration Form and that, to the best of my knowledge and belief, it is true, accurate and complete. **I am aware that failure to provide suitable evidence of adequate insurance or submittal of an incomplete or inaccurate form shall be deemed NOT to satisfy the requirements of Section 150.031, 150.032, 150.033 and will subject owners to fines of \$500-\$1,000 per day, per violation.**

Signature

Date

Printed Name

Owner? or Agent?

Revised 07/06/09

*** The registration and renewal fee for each registered building shall be \$250 (the “base registration fee”). Provided, however, that any vacant building subject to the base registration fee that is in violation of any provision of the building code or fire code at the time renewal is required shall be assessed a renewal fee of \$500 for such renewal period (the “doubled period”). If a vacant building in the doubled period is in violation of any provision of the building code or fire code at the time renewal is required, the fee shall be \$750 for such renewal (the “tripled period”). If a vacant building in the tripled period is in violation of any provision of the building code or fire code at the time renewal is required, the fee shall be \$1,000 for such renewal, and shall remain at \$1,000 for each subsequent renewal, if, at the time such renewal is required, the building is in violation (the “quadrupled period”).**