



_____ Initial Application _____ Renewal/Amended Application
Application Received by _____
Date Received: _____
Fee paid: _____
Inspection Scheduled to: _____
Certificate of Insurance Submitted & Approved

Vacant Building Registration

WHO MUST REGISTER: Village Code Section 10-5A-5 requires the owner, manager or lienholder of a building that has been vacant for 30 days to register the building with the Village, unless: the building is (1) an single family residence which was occupied by the owner for at least 2 of the past 6 months so long as the owner intends to resume residing at the property; (2) a residential multi-family building where at least 75% of the residential units in the building are occupied; (3) property owned by governmental agencies; (4) property that is undergoing an active permitted renovation or rehabilitation or (4) residential buildings that have been unoccupied for less than 12 months and are part of an estate that is in probate or similar decedent's estate proceeding and are not subject to bankruptcy or foreclosure.

INITIAL REGISTRATION FEE: \$500.00, which includes the costs of the initial inspection.

RENEWAL REQUIRED: This Registration form must be updated and resubmitted annually and whenever there is a change in ownership, possession or management of the building.

RENEWAL FEE: \$100.00

Building Information:

1. Building Address: _____ Property Index Number: _____
2. Type of property: Single Family Apartment/Condo Commercial/Industrial
3. Date Building became vacant ____/____/____
4. Utility Status: Is water shut off? Yes No Is electric shut off? Yes No Is gas shut off? Yes No
5. Brief Description of Future Plans for Building _____
6. Insurance Company covering property (Attach copy of policy or Certificate of Insurance: _____

Owner Information:

7. Name and Last Known Address of Owner of Record (NOTICES TO OWNER WILL BE SENT TO THIS ADDRESS): _____
8. Date ownership transferred: _____
9. Contact Person: Name: _____ Phone: _____ Email: _____

Litigation Information (Complete if Applicable):

10. Full Case Name and Case Number of Foreclosure and/or Bankruptcy Litigation: _____
11. Date Litigation Commenced: _____
12. Current Status of Litigation: _____
13. Name & Address of Lien Holder (NOTICES TO LIEN HOLDER WILL BE SENT TO THIS ADDRESS): _____
14. Lien Holder Contact: Person: Name: _____ Phone: _____ Email: _____
15. Does Contact Person have Access to Property: Exterior access? Yes No Interior access? Yes No Person having Access to property Name: _____ Phone: _____ Email: _____

Applicant Information Affidavit and Signature:

16. Name of person completing this form: _____
17. Relation of applicant to owner of building: _____
18. Relationship of applicant to lienholder: _____

By signing this registration form, I affirm under penalty of perjury that I am authorized by the property owner and/or lienholder of the property to complete this form. The information on this form is accurate and complete to the best of my knowledge. I have received a copy of Section 10-5-5 of the Municipal Code and will comply with all applicable terms and conditions.

_____ Date _____

A COPY OF THE CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS REGISTRATION FORM

The Village will not issue Real Estate Transfer Tax Stamps for a vacant building unless: (1) payment in full has been received for all fines and fees, water bills, and other financial obligations due the Village, (2) the building has been registered as a vacant building, proof of insurance has been provided, and (3) the Village has completed all required inspections; and the property is in compliance with Village Codes and Regulations, or the Village Administrator has approved an Escrow and Compliance Agreement for the property. See Village Code Section 10-5A-5

Vacant Building Registration Checklist

FOR VILLAGE USE ONLY

CHECKLIST COMPLETED BY : _____ **DATE:** _____
Print Name and Initial

- All applicable sections of applications are complete
- Application signed
- Correct Fee paid Amount: _____
- Compliant Certificate of Insurance Attached
 - Company Name: _____
 - Coverage period _____
 - Amount of Coverage _____
- Applicant provided copy of Code Section 10-5A-5: _____
Date provided and how (email, in person, etc.)
- Notice list (Owner, Lienholder & Contact Persons) developed and approved by Village Administrator
- Inspection Scheduled: _____
- Inspection Complete: _____
- Inspection Report Attached
- Re-inspection Date: _____
- Full Compliance with 10-5A-5: _____
- Non-compliance Citations Issued to: _____
List all owners, lienholders, Citation #, Violations and Date of Hearing

- Fire Sprinkler & Alarm operational (if required)

NOTES:

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10-5-5: **VACANT BUILDING REGISTRATION, INSPECTION AND MAINTENANCE STANDARDS:**

- A. Purpose and Scope: Registering of residential buildings or any other building, including, but not limited to, buildings designed for manufacturing, industrial, storage, or commercial uses is essential for the proper enforcement of the Village's building, zoning and life safety codes and to safeguard persons, properties, and the general welfare of the Village. This section shall not be construed to prevent the enforcement of other applicable ordinances, codes, legislation, and regulations which prescribe standards other than are provided herein, and in the event of conflict, the most restrictive shall apply.
- B. Definitions: In this section:
1. "Secured" means a building has a permanent door or window in each appropriate building opening that is secured to prevent unauthorized entry and has all its door and window components, including frames, jambs, rails, stiles, muntins, mullions, panels, sashes, lights and panes intact and unbroken.
 2. "Vacant Building" means: a residential building which lacks habitual presence of human beings who have a legal right to be on the premises, or a non-residential building where all apparent lawful business or construction operations have ceased. The following buildings are not deemed vacant for purposes of this chapter:
 - a. An owner-occupied single family residential building used as a residence by the owner for a period of at least 2 months within the previous 9 months so long as the owner intends to resume residing at the property;
 - b. An unoccupied unit in a multi-family building (condominium, townhome and/or apartment building) unless the Code Official determines that the building or part thereof is not being properly maintained and notifies the owner of the building or the person or entity responsible for maintaining the building;
 - c. Property owned by governmental agencies;
 - d. Property undergoing an active permitted renovation or rehabilitation; or
 - e. Residential buildings unoccupied for less than 12 months and are part of an estate in probate or similar decedent's estate proceeding and are not subject to bankruptcy or foreclosure.
- C. Registration Required:
1. The owner of any building that has become vacant shall within 30 days after the building becomes vacant or within 30 days after assuming ownership, whichever is later, file a registration statement on forms provided by the Village and pay an initial registration fee of \$500. Said initial registration fee includes the cost of the initial inspection. In addition to other information, the registration statement shall include the name, street address, email address, and telephone number of a person 21 years of age or older, designated by the owner or owners as the authorized agent for receiving notices of code violations and for receiving process in any court proceeding or administrative enforcement proceeding

on behalf of the owner or owners in connection with the enforcement of this section. This person shall reside within the state of Illinois.

2. The owner shall be required to renew the registration and pay a \$100 renewal fee anytime the ownership of the property is transferred and annually on the anniversary the property first became vacant for as long as the building remains vacant.

D. Owner's Immediate Responsibilities: The owner of any building that has become vacant shall immediately:

1. Enclose and secure the building.
2. Maintain the building in a secure and closed condition until the building is again occupied or demolished;
3. Acquire, maintain, and provide evidence of liability insurance in the following amounts or such other amounts approved by the Village Administrator:
 - a. Five hundred thousand dollars (\$500,000.00) for a vacant residential building of one to three (3) units;
 - b. Seven hundred fifty thousand dollars (\$750,000.00) for a vacant residential building of four (4) to eleven (11) units;
 - c. One million dollars (\$1,000,000.00) for a vacant residential building of twelve (12) to forty eight (48) units;
 - d. Two million dollars (\$2,000,000.00) for a vacant residential building of more than forty eight (48) units; and
 - e. Two million dollars (\$2,000,000.00) for a vacant manufacturing, industrial, storage, or nonresidential commercial building.
4. Maintain the entirety of the building and associated property so as not to be a public nuisance.

E. Inspection: The owner shall provide access to the Village to conduct an exterior and interior inspection of the building to determine compliance with this section. Subsequent to said inspection, the Village shall provide an inspection report detailing all substandard and unsatisfactory conditions, and a time period when such conditions must be corrected. Failure to timely correct all noted substandard and unsatisfactory conditions is a violation of this chapter. The owner shall pay the costs of all inspections and re-inspections.

F. Standards and Requirements: In addition to any other applicable requirements, vacant buildings shall comply with the following requirements:

1. Lot Maintenance Standards. The lot where the building is situated and the surrounding public way and shall meet the following:

- a. All grass and weeds on the premises including abutting sidewalks, gutters and alleys shall be kept below 6 inches in height and all dead or broken trees, tree limbs, or shrubbery shall be cut and removed from the premises;
 - b. Any public sidewalk adjoining the lot shall be shoveled clear of snow;
 - c. Junk, rubbish, waste and any material that creates a health, safety, or fire hazard, including but not limited to any mail or flyers that have been delivered to the building, shall not be permitted to accumulate on any portion of the exterior lot of the building;
 - d. No portion of the lot nor any structure, vehicle, receptacle or object on the premises shall be maintained or operated in any manner that causes or produces any health or safety hazard or permits the premises to become a rodent harborage or is conducive to rodent harborage;
 - e. The lot shall be maintained so that water does not accumulate or stand on the ground or any other object or receptacle;
 - f. All fences and gates shall be maintained in sound condition and in good repair.
2. Exterior Maintenance Standards. The exterior of the building shall be enclosed, secured, and maintained to meet the following:
- a. Foundations, basements, cellars, and crawlspaces shall be maintained in sound and watertight condition adequate to support the building and protected against the entry of rodents or other animals;
 - b. Exterior walls shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit water to the interior portions of the walls or the interior spaces and shall be protected against the entry of rodents or other animals;
 - c. If it is necessary to board up windows or doors, boards shall be cut to fit door and window openings, and a square head or star drive screws at least 2 ¼ inches in length with washers shall be used to fasten boards to a structure. Boards shall be a minimum of 5/8" thick and be painted to match the trim or siding color of the structure. All boarded windows and doors shall be replaced with a proper window or door within 30 days.
 - d. Exterior windows and doors shall be secured and maintained in sound condition and good repair and prevent rain from entering the building. The windows and doors shall be equipped with hardware for locking and the locking mechanism shall be maintained in a properly functioning condition. All points of possible ingress and egress shall be secured to prevent unauthorized entry;
 - e. The roof shall be adequately supported and maintained in weather tight condition; the gutters, downspouts, scuppers, and appropriate flashing shall be in good repair and adequate to remove the water from the building;

- f. Chimneys and flues shall be kept in sound, functional, weather tight condition and in good repair;
 - g. Outside stairs, steps porches, stoops, decks, veranda, balconies, and walks shall be maintained in sound condition for its purpose, and in good repair;
3. Interior Maintenance Standards. The interior of any building shall be maintained in accordance with the following:
- a. Junk, trash, debris, boxes, lumber, scrap metal, or any other materials that may produce any health, fire, or safety hazard, or provide harborage for rodents or other animals shall not be allowed to accumulate;
 - b. Every foundation, roof, floor, wall, stair, ceiling or other structural support shall be safe and capable of supporting the loads associated with normal usage and shall be kept in sound condition; and repair;
 - c. Any plumbing fixtures shall be maintained with no leaking pipes, and all pipes for water shall either be completely drained or heated to resist being frozen;
 - d. Every exit door shall be secured with an internal deadbolt lock, or with a locking mechanism deemed equivalent or better by the Code Official , and every exit door shall be capable of being opened from the inside easily and without the use of a key or special knowledge;
 - e. Interior stairs shall have treads and risers that have uniform dimensions, are sound, securely fastened, and have no rotting, loose or deteriorating supports;
 - f. Every owner shall be responsible for the extermination of insects, rodents, and other vermin in or about the property.
4. Window Covering. All ground floor windows facing street frontage, including, but not limited to, all display windows in unoccupied or vacant commercial buildings shall be kept in a well maintained and clean condition. Commercial buildings shall be covered on the interior side in a neat and finished manner with an opaque window covering approved by the Code Official. At a minimum a one foot by one foot (1' x 1') clear glass opening through which the interior space is clearly visible shall be maintained at standing eye level along one edge of one such window and no more than 5% of such window.
5. Sprinkler and Alarm Standards. All existing required automatic fire sprinkler systems, alternative automatic fire extinguishing systems, standpipe systems, and fire alarm and detection systems, including monitoring by RED Center or a central station approved by the Fire Chief shall be maintained and remain in service.
6. Issuance of Modifications. Upon written application by an owner the Code Official may approve a modification of any provision of this section, including the requirement for inspections and fees, provided the spirit and functional intent of the section will be observed and the public health, welfare, and safety will be assured. The decision of the Code Official concerning a modification shall be made in writing and the application for

a modification and the decision of the Code Official concerning such modification shall be retained in the permanent records of the Village.

- G. Rules and Regulations: The Village Administrator may issue additional rules and regulations for the administration and enforcement of this section.

- H. Re-inspections: The owner shall be required, and upon 3 days notice permit and facilitate entry to the building and property for inspections and inspections, by authorized Village representatives at least once every 6 months, or at any time when a previous inspection was not satisfactory, the building and/or property appears not to be in compliance with this chapter, or has been unlawfully entered.