



Village of

MAYWOOD

40 MADISON STREET • MAYWOOD, ILLINOIS 60153 • (708) 450-4405
CODE ENFORCEMENT DEPARTMENT

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 Code Enforcement Department within 10 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 Code Enforcement
40 Madison Street
Maywood, Il. 60153

A check or money order in the correct registration amount* of \$325.00 made payable to 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 Code Enforcement within 10 days of such changes

This registration is not a certificate 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 properly posted. Failure to comply with all the applicable requirements of the Village Code may result in fines and other penalties as allowed by law.

SECTION 1 - BUILDING INFORMATION

A. Correct Address of Building (Include full range., e.g., 21-3 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.

- C. Please list any agent for receiving notices or service of process. An owner 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 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 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 \$500.00-\$1,000 per day, per violation.

Signature _____ Date _____

Print Name _____

____ Owner? or ____ Agent