



# Vacant Building Registration Form

The Village of Oak Park  
123 Madison Street  
Oak Park, IL 60302

## Property Information

Address of Subject Property: \_\_\_\_\_ Date: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Number of Residential Units: \_\_\_\_\_

Property Type:  1- to 3-Family  Multiple-Family  Commercial  Mixed-Use Number of Commercial Units: \_\_\_\_\_

Pending Litigation: List all cases concerning or affecting the building, including bankruptcy. If none, enter "None". Attach additional sheet if necessary.

Case Name: \_\_\_\_\_ Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

## Contact Information\*

\* The Owner shall identify an authorized agent, who is a natural person twenty-one (21) years of age or older and who maintains a permanent address in Cook County, Illinois to accept service on behalf of the Owner with respect to any notices that the Director of Development Customer Services sends pursuant to Section 7-10-6 of the Village's Municipal Code or service of processes in any proceeding commenced to enforce any provision of that Section. A street address is required. A post office box is not an acceptable address.

Owner's Name (Printed): \_\_\_\_\_ Authorized Agent's Name (Printed): \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Agent's Address: \_\_\_\_\_

Owner's Telephone No: \_\_\_\_\_ Agent's Telephone No.: \_\_\_\_\_

## List of Interested Parties\*\*

\*\*List all persons with any legal interest in the building or the premises. If none, enter "None". Attach additional sheet if necessary to list all parties.

Party 1 Name (Printed): \_\_\_\_\_ Party 2 Name (Printed): \_\_\_\_\_

Party 1 Address: \_\_\_\_\_ Party 2 Address: \_\_\_\_\_

Party 1 Telephone No: \_\_\_\_\_ Party 2 Telephone No.: \_\_\_\_\_

## Certification

I hereby depose and say that \_\_\_\_\_ is the legal owner of the above-referenced property, that all the above items of information provided are true and accurate, and that I have read, understand and agree to abide by the conditions listed on the reverse side of this form.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn to me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ Sworn to me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Notary Public \_\_\_\_\_ Notary Public \_\_\_\_\_

Notary Seal: \_\_\_\_\_ Notary Seal: \_\_\_\_\_

Office use only:  
Building Registration No.: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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## Conditions

1. The Village will not issue Real Estate Transfer Tax Stamps without Village inspectors having first conducted an interior inspection for Code compliance and, if necessary, having first timely obtained an administrative search warrant for same.
2. The Village shall charge the owner a one-time fee of five hundred dollars (\$500.00) to offset the cost to the Village of the code compliance inspection in condition #1.
3. By signing this Registration form the Owner hereby consents to service of notices sent or required to be sent, pursuant to Article 7-10-6.A of the Village's Municipal Code, by posting on the building if the owner fails to renew the registration if required, or maintain as current with the Director of Development Customer Services the information required regarding the person designated to accept notice and service of process.
4. This registration shall be renewed each year on the anniversary date of the first filing for the time the building remains vacant and a \$200 registration fee shall be submitted with each renewed registration.
5. The Owner shall file an amended Registration form within fifteen (15) days of any change in the information provided herein or on the annual renewal registration form, regardless of type of information. A new registration is required for any change in ownership whatsoever.
6. Registration of a vacant building does not exonerate the owner from compliance with all applicable Codes and Ordinances, nor does it preclude any of the actions the Village is authorized to take pursuant to Section 7-10-6 or elsewhere in the Village Code.
7. The Owner shall obtain and maintain liability insurance for as long as the building is vacant, and file evidence of such insurance with the Director of Development Customer Services as follows. A copy of the Certificate of Insurance shall be attached to this Registration form.
  - a. Residential Building – 1 to 3 units: \$500,000.
  - b. Residential Building – 4 to 11 units: \$750,000.
  - c. Residential Building – 12 to 48 units: \$1,000,000.
  - d. Residential Building – more than 48 units: \$2,000,000.
  - e. Manufacturing, Industrial, Storage or Non-residential Commercial Building: \$2,000,000.
7. A copy of the Vacant Building Plan, as required under Village Code Section 7-10-6 shall be attached to this Registration form.