



VILLAGE OF CRESTWOOD

Building Department

13840 S. CICERO AVENUE CRESTWOOD, ILLINOIS 60418

VACANT BUILDING REGISTRATION FORM

Dear Property Owner,

Pursuant to Section 161.06 of the Code of Crestwood (the "Village Code"), within fifteen (15) calendar days after the date of 1) the Building Commissioner's (or his designee's) notice of determination, 2) the occurrence of facts that would cause a reasonable person to believe that a building is a "Vacant Building," as defined in Section 161.03(j) of the Village Code, or 3) a denial of an appeal, whichever is applicable, the Owner of a Vacant Building shall register the Building with the Building Commissioner.

Please complete and submit this form, along with a certified check or money order in the amount of two hundred dollars (\$200.00) for the vacant building registration fee to the Crestwood Building Department. All checks should be made payable to the Village of Crestwood. Please note that you are required to file an amended registration form within fifteen (15) calendar days of any change to the information provided herein. A new registration is required for any change in ownership whatsoever.

FOR THE TIME THAT THE BUILDING REMAINS VACANT, THE OWNER OF THE BUILDING MUST RENEW THE VACANT BUILDING REGISTRATION EACH YEAR ON THE ANNIVERSARY DATE OF THE FIRST FILING AND PAY THE ONE HUNDRED DOLLAR (\$100.00) ANNUAL REGISTRATION FEE.

This registration is not a certification of the Village Code and does not protect the registered Building from demolition. By registering the Building, the owner certifies that the Building is vacant, secure, sufficiently posted and the required insurance is current.

SECTION I -BUILDING INFORMATION

Address of the Building:

Permanent Real Estate Index Number(s) of the Building:

Primary Use of the Building: Residential Nonresidential

If non-residential, please explain the most recent use:

Number of Units within the Building:

Case Name and Case Number of any litigation pending that concerns or affects the Building (including bankruptcy cases):

SECTION II-OWNERSHIP INFORMATION

A. Please list the name, address, and telephone number of the Owner. If there are multiple owners, please attach additional sheet(s) as needed.

Owner's Name:

Owner's Address:

Owner's Telephone Number:

B. Please list all names of persons and entities with any legal interest in the Building or the premises (*including mortgage companies*). If the building or premises is held in a land trust, please list the beneficiary(ies) of the trust.

Names:

Addresses of all persons with any legal interest in the Building or Premises:

Telephone numbers of all persons with any legal interest in the Building or Premises:

C. Please list an agent who is designated to receive notices and service of process for the Building. Such person must be twenty-one (21) years of age or older and maintain a permanent address (that is not a post office box) in Cook County, Illinois. An Owner who satisfies the foregoing criteria may designate himself or herself as the agent.

Agent's Name:

Agent's Address:

Agent's Telephone Number:

D. The Village Code requires that the Premises be insured. Please attach a copy of the insurance policy to this form and provide the following information:

Insurance Company's Name:

Insurance Company's Address:

Insurance Company's Telephone Number:

Contact Name for the Insurance Company:

Insurance Policy Number:

Amount of Insurance Coverage: \$.

SECTION III -CONDITION/STATUS OF BUILDING

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|---|-----|----|
| 1. Is the Building secured? | Yes | No |
| (Note: The Building must be secured pursuant to Section 161.06 of the Village Code) | | |
| 2. Has a sign been posted on the Building listing the Owner's Name, Address and Telephone Number? | Yes | No |
| 3. Is this Building in Fast Track Demolition? | Yes | No |
| 4. Is there refuse service for the Building? | Yes | No |

SECTION IV -PLAN SUBMISSION

Section 161.06(d) of the Village Code requires the Owner to submit a Vacant Building Plan at the time the Building is registered. Please attach the Vacant Building Plan to this Registration Form.

The minimal requirements for the Plan are set forth in section 161.06(d) of the Village Code.

SECTION V –CERTIFICATION

I hereby certify that I have examined this Vacant Building Registration Form and to the best of my knowledge and belief, it is true, accurate, and complete. I acknowledge that I am required to allow a code compliance inspection of the interior of the Building and pay the fee associated therewith. I am also aware that I am required to obtain and maintain insurance and failure to obtain and maintain adequate insurance and/or submitting incomplete or inaccurate information on this form shall be deemed a violation of Section 161.06(c) of the Village Code and will subject the Owner(s) to fines that could range from one hundred dollars (\$100.00) to seven hundred and fifty dollars (\$750.00).

BY SIGNING THIS FORM, I ALSO ACKNOWLEDGE AND AGREE TO ACCEPT SERVICE OF NOTICE BY POSTING THE SAME ON THE BUILDING IF I FAIL TO RENEW THIS REGISTRATION FORM OR IF I FAIL TO MAINTAIN CURRENT INFORMATION FOR MY AGENT. AS REQUIRED BY THE VILLAGE CODE.

OWNER SIGNATURE

DATE

Owner's Name:

Owner's Address:

NOTICE
Determination
Re: Vacant Building

Pursuant to Chapter 161 of the Code of Crestwood (the "Village Code"), a copy of which may be obtained online at <http://library.amlegal.com/alpscripts/get-content.aspx>, the Crestwood Building Commissioner or an authorized designee of the same (referred to herein as the "Building Commissioner") has determined that the building located at the address commonly known as Crestwood, Illinois 60418 (the "Building") is a "Vacant Building" in accordance with the definition set forth in section 161.03(j) of the Village Code.

You are receiving this notice because you are the last taxpayer of record listed on the most recent Cook County tax roll. **IT IS IMPORTANT THAT YOU READ THIS NOTICE IN ITS ENTIRETY BECAUSE IT CONTAINS INFORMATION ABOUT YOUR RIGHTS, OBLIGATIONS AND CERTAIN PAYMENTS THAT MAY BE DUE AND OWING IN RELATION TO THE BUILDING.**

DETERMINATION

After conducting an evaluation of the Building, the Building Commissioner determined that the Building was vacant because the Building or a portion of the Building was (check all that apply):

Unoccupied and unsecured.

Unoccupied and secured by boards or other similar means.

Unoccupied and meets the definition of a "Dangerous Building" as set forth in Section 161.03(d) of the Village Code.

Unoccupied and condemned by the Building Commissioner pursuant to the applicable provisions of the Village Code or other applicable ordinances, codes, statutes, laws, orders, rules and/or regulations.

Unoccupied and has multiple code violations.

Unoccupied and the Building has or its premises have been the site of unlawful activity within the previous six (6) months.

Condemned by the Building Commissioner and unlawfully occupied.

Unoccupied for over ninety (90) calendar days and during which time the Building Commissioner has issued an order to correct Public Nuisance conditions as defined in Section 160.03(h) of the Village Code and the conditions have not been corrected in compliance with the provisions of the Village Code.

Unoccupied for over two (2) years.

The facts that the Building Commissioner based his/her decision on include the following:

RIGHT TO APPEAL THE DETERMINATION

You may appeal the Building Commissioner's determination to the Village Administrative Hearing Officer. The appeal must be in writing and filed with the Village Administrative Hearing Officer within fifteen (15) calendar days of the date that the notice of determination was mailed. Should you file an appeal, you will not have to register the Building during the appeal process. The appeal shall contain the following information: (1) the reasons that you dispute the Building Commissioner's determination; (2) specific facts in support of your reasons; and (3) all of the evidence you are relying on to support the appeal.

The Village Administrative Hearing Officer shall decide the appeal on the basis of facts presented by you in your written appeal and the Building Commissioner's written determination. The burden is on you, the Owner, to present sufficient evidence to persuade the Village Administrative Hearing Officer that if the evidence had been known to the Building Commissioner at the time the Building Commissioner made the determination, the Building Commissioner would more likely than not have determined that the Building was not a Vacant Building.

You will receive notice of the time and place that the Village Administrative Hearing Officer will determine your appeal. The appeal will be open to the public, and you or a representative may attend the appeal.

OBLIGATIONS REGARDING THE BUILDING INSPECTION

Members of the Crestwood Building Department will inspect the interior of the Building with twenty-four (24) hours prior notice to determine the extent of compliance with applicable codes, laws, orders, rules, and regulations. Please be available or have an authorized agent at the Building to open the doors for representatives of the Premises.