

VILLAGE OF HARWOOD HEIGHTS
VACANT BUILDING REGISTRATION FORM

Pursuant to Section 15.44.060 of the Code of Harwood Heights, the owner of any building that has become a vacant building must file a Vacant Building Registration Form for each such building with the Village Building Inspector within 15 days after the building becomes vacant and each year thereafter.

Please complete this form and bring a check or money order in the amount of **\$200** made payable to the Village of Harwood Heights, to 7300 West Wilson, Harwood Heights, Illinois. The **\$200** fee must be paid on an annual basis.

Please fill out the information requested in the following sections. Any changes to the information contained on this form must be reported to the Building Inspector within 15 days of such changes by filing an amended Vacant Building Registration Form.

This registration is not a certification of Code compliance and does not protect the registered property from demolition, or from any other action the Village of Harwood Heights may take to enforce compliance with its Code. By registering the property the owner certifies that the property is vacant, secure, and that the insurance is current. Failure to comply will result in fines and other penalties as allowed by law.

SECTION I – BUILDING INFORMATION

A. Complete Address of Building

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

SECTION II – OWNERSHIP INFORMATION

A. Please list the name, street address (no Post Office Box numbers) phone number and fax number of the owner(s).

Owner Name _____

Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

Fax _____

Additional Owner Name or person or entity with any legal interest (if applicable)

Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

Fax _____

If there are any additional owners other than those listed above or any person or entity with any legal interest in the property, please list those persons on a separate sheet and provide the information as set forth above for each additional owner or person/entity with legal interest.

B. Please list an Agent designated for receiving notices or service of process. Such person must maintain an office or actually reside in Cook County, Illinois (Agent must be 21 years of age or older). By signing this form, the owner agrees to acceptance of notice by posting for each of the properties listed on this form if the Agent information is not kept current.

Name _____

Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

Fax _____

SECTION III – CONDITIONS / STATUS OF BUILDING

Is the building enclosed and secured?

_____ YES
_____ NO

Is any litigation, including administrative proceedings and bankruptcy cases pending that could affect the building? (If yes, please provide case name, number and the court where the litigation is pending on a separate sheet of paper).

_____ YES
_____ NO

SECTION IV – INSURANCE

Liability insurance is required to be maintained.

_____ Evidence of insurance in the appropriate amount is attached to this application.

Check appropriate primary use and minimum insurance amount.

Check (√)	PRIMARY USE	INSURANCE MINIMUM
_____	Vacant Residential Building (1-3 Units)	\$ 500,000.00
_____	Multi-Family Dwelling Unit on Residential Property	
	4-11 Units	\$ 750,000.000
_____	12-48 Units	\$1,000,000.00
_____	Over 48 Units	\$2,000,000.00
_____	Industrial/Commercial Property	\$2,000,000.00

SECTION V – INSPECTION

The owner must allow for a Code compliance inspection of the interior of the vacant building and shall pay the \$500.00 fee therefore within 30 days of the inspection. Such inspection will determine the extent of compliance with Village property codes, building codes, and health, fire, water and sewer codes.

SECTION VI – 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 15.44.060 of the Code of Harwood Heights. Further, I acknowledge that I have been advised that the Village of Harwood Heights will not issue real estate transfer tax stamps without Village inspectors having first conducted an interior inspection for Code compliance.

Signature _____ Date: _____

Printed Name _____