

VACANT BUILDING REGISTRATION

Village of Bartlett
228 South Main Street
Bartlett, Illinois, 60103
Attention: Building Department



Vacant Building Registration Form

- An annual, non-prorated, non-refundable \$200 Registration Fee shall be required at the time of registration for each vacant building. An inspection fee of \$250 is required to conduct an interior and exterior inspection of the property.
- Proof of liability of insurance shall be submitted and maintained by owner in the amount of \$500,000 for as long as the building remains vacant. This insurance document shall be submitted at the same time as this registration.
- The owner of a vacant building is required to annually renew the registration on the anniversary date of the first filing. The annual renewal will include a new Vacant Building Registration Form and payment of the \$200 Annual Registration Fee.
- An owner shall file an amended registration within fifteen (15) days of any change in the information contained in the annual registration. A new registration is required for any change in ownership whatsoever.

PROPERTY ADDRESS: _____, Bartlett, IL 60103

PIN# (on property tax bill): ____ - ____ - ____ - ____

Owner Information:

Name _____

Company _____

Street Address,
City, State, Zip _____

Best Telephone
Number(s) _____

Email Address (if Account Checked
at Least Once/Business Day) _____

Pending Litigation (Including Bankruptcy and/or Mortgage Foreclosure proceedings):

Case Name _____

Case Number _____

All other persons with any legal, equitable, or beneficial interest in the building/premises (attach additional pages if necessary):

Name _____

Street Address,
City, State, Zip _____

Best Telephone
Number(s) _____

Email Address (if Account Checked
at Least Once/Business Day) _____

Person 21 years of age or older, who resides in the same county as the vacant building, and who is authorized to accept service and/or notices on behalf of the owner:

Name _____

Street Address, City, State, Zip
(P.O. Boxes do not apply) _____

Best Telephone
Number(s) _____

Email Address (if Account Checked
at Least Once/Business Day) _____

By affixing my signature, I hereby certify that (1) I have examined this Vacant Building Registration Form and that, to the best of my knowledge and belief, it is true, accurate, and complete; (2) I am advised that the Village will not issue a real estate transfer stamp without a Village building inspector having first conducted an interior inspection for code compliance and the registration and inspection fees associated therewith have been paid; and (3) I accept and consent to service of notices sent or required to be sent, pursuant to Title 9, Chapter 25, Sections 9-25-1 through 9-25-14 of the Bartlett Municipal Code, by posting on the building if I fail to renew the registration or maintain as current the information required regarding the person designated and authorized to accept notice and service of process.

Signature of Owner

Date

Return Registration Form, Proof of Insurance and Fee to:

Village of Bartlett
Attention: Vacant Building Registration
228 South Main Street
Bartlett, IL, 60103

For Office Use Only

Permit#:

Issue Date:

Fees paid:

Approved by: