

**STATE OF ILLINOIS            )**  
**CITY OF NOKOMIS            ) SS.**  
**COUNTY OF MONTGOMERY )**

\_\_\_\_\_, being first duly sworn, on oath say\_\_\_\_, that the foregoing Statement of Claim for Lien, by \_\_\_\_\_ subscribed, is true; that the labor and services therein mentioned were furnished to the said \_\_\_\_\_ at the times and prices therein stated; that there is now due to this affiant the amount of money therein stated; and that the above and foregoing is a just and true statement of the labor and services furnished and performed as therein set forth.

\_\_\_\_\_  
Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_.

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

**[January, 2024]**

**LETTER OF NOTICE**

**DANGEROUS OR UNSAFE BUILDING**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You, as owner(s) of the property lawfully described below, are hereby notified by the undersigned **City** that said property has upon it a building which is:

- Dangerous and/or unsafe
- Uncompleted and/or abandoned

The lawful property shall be described as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (legal description)

located at \_\_\_\_\_ (address)

Unless such building is put into safe condition or demolished within **thirty (30) days** of the receipt of this notice, the City shall apply to the Circuit Court of **Montgomery County, State of Illinois** for an order authorizing such action to be taken by the **City of Nokomis** with respect to the above described building. Any costs incurred by the City to restore the building to a safe condition or to demolish the building shall be recovered from the owner(s) of the above described property pursuant to **Chapter 65, Paragraph 5/11-31-1, Illinois Compiled Statutes.**

\_\_\_\_\_ Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**CITY CLERK  
CITY OF NOKOMIS**

**(SEAL)**

**STATEMENT OF CLAIM FOR A LIEN**

The undersigned, \_\_\_\_\_

in the **County of Montgomery in the State of Illinois**, does hereby make the following statement **(under Chapter 65, Paragraph 5/11-31-1 of the Municipal Code, Illinois Compiled Statutes)** for a lien for labor and services furnished and performed and aver that the following described real estate, to-wit:

In **Section** \_\_\_\_\_, **Township** \_\_\_\_\_, **Range** \_\_\_\_\_, **County of** \_\_\_\_\_  
\_\_\_\_\_ **in the State of Illinois**, now is and at the date of the labor and services hereinafter described,  
was owned by \_\_\_\_\_

That on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, said  
\_\_\_\_\_ provided  
the following labor and services:

\_\_\_\_\_

That there is now justly due and owing to the Claimant from said \_\_\_\_\_  
\_\_\_\_\_ for  
furnishing of said labor and service as aforesaid, the sum of \$ \_\_\_\_\_ according to the statutes  
in such cases made and provided.

\_\_\_\_\_  
**AFFIANT**

\_\_\_\_\_  
**AFFIANT**

**APPLICATION FOR VACANT STRUCTURE REGISTRATION CERTIFICATE AND  
STATEMENT OF INTENT**

Names and physical addresses of all owners of the property (post office box address are not accepted)  
(attach additional sheets as necessary)

Name: _____ Address _____ _____ Phone: _____ Email: _____	Name: _____ Address _____ _____ Phone: _____ Email: _____
Name: _____ Address _____ _____ Phone: _____ Email: _____	Name: _____ Address _____ _____ Phone: _____ Email: _____

If the property is owned by a corporation, partnership, limited liability company, land trust, or other business entity, provide the name, physical address, and telephone number of an agent residing in Montgomery County, Illinois.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The common description (street address) and tax parcel identification number of the premises on which the vacant building is situated.

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Address	P.I.N.
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The name, physical address, and telephone number of a person maintaining a work or residential address in Montgomery County authorized to act in control of the property in matters of maintenance and who may be contacted in case of emergency.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The property became vacant on \_\_\_\_\_.  
 (date)

A vacant building plan is attached hereto, which includes:

- The expected period of vacancy;
- The plan (including timeline) to achieve and maintain compliance with the requirements of City Ordinances;

- A plan and timeline for the lawful occupancy, rehabilitation, removal, or demolition of the property's improvements;
- Measures and/or plans (including timelines) to be taken to ensure that structures on the property will be kept weather tight, secure, and for entry by police officers, firefighters, and other officers, employees, or agents of the City in times of exigent circumstances or emergencies;
- Times at which the property will be available for reasonable inspection;
- A description of the measures and timeline to be taken to assure that the property remains free of nuisance conditions;
- A timeline and measures to be taken for regular maintenance (e.g., mowing, landscaping, customary repairs, etc.); and
- A list of all persons authorized to be present on the property.

**To be completed by the applicant signing below:**

My name, mailing address, street address (if different than mailing address), telephone number, and email address are:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My relationship to the vacant property is: *(check appropriate box)*

- The owner of the property
- A person acting with direct authority from the owner in matters pertaining to the registration, control, and maintenance of the property.

Under penalties as provided by law pursuant to §1-109 of the Code of Civil Procedure, I certify that the statements set forth in this instrument are true and correct to be best of my knowledge and belief.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Any application lacking the information required by this form will not be considered complete and will not be accepted for purposes of vacant building registration. A Responsible Party who fails to provide the information required by this application shall be deemed to have failed to register and be subject to fines as provided by Ordinance.*

*Any changes of information above or to the vacant building plan submitted with this application must be reported within 10 days after the change. Failure to report such changes will be punishable by fines as provided by Ordinance.*

**PETITION FOR VACANT STRUCTURE REGISTRATION WAIVER**

Names and physical addresses of all owners of the property (post office box address are not accepted)  
(attach additional sheets as necessary)

Name: _____ Address _____ _____ Phone: _____ Email: _____	Name: _____ Address _____ _____ Phone: _____ Email: _____
Name: _____ Address _____ _____ Phone: _____ Email: _____	Name: _____ Address _____ _____ Phone: _____ Email: _____

If the property is owned by a corporation, partnership, limited liability company, land trust, or other business entity, provide the name, physical address, and telephone number of an agent residing in Montgomery County, Illinois.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The common description (street address) and tax parcel identification number of the premises on which the vacant building is situated.

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Address	P.I.N.
---------	--------

The name, physical address, and telephone number of a person maintaining a work or residential address in Montgomery County authorized to act in control of the property in matters of maintenance and who may be contacted in case of emergency.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

The property became vacant on \_\_\_\_\_.  
 (date)

I am petitioning for a waiver of the following: *(check all boxes that apply)*

- The registration or re-registration fee
- A reduction of the minimum amount of liability insurance
- Certain of the Structure Maintenance Standards *(attach a separate sheet specifying each Standard for which a waiver is requested)*
- All of the Structure Maintenance Standards

Attached hereto is a written explanation of my request, including:

- A narrative statement outlining the reasons for requesting a waiver; and
- If requesting a waiver of any Structure Maintenance Standard, a listing of each Standard and the reasons why they should be waived.

In order to fully consider the request, I am providing additional information, such as:

- The expected period of vacancy;
- The plan (including timeline) to achieve and maintain compliance with the requirements of City Ordinances;
- A plan and timeline for the lawful occupancy, rehabilitation, removal, or demolition of the property's improvements;
- Measures and/or plans (including timelines) to be taken to ensure that structures on the property will be kept weather tight, secure, and for entry by police officers, firefighters, and other officers, employees, or agency of the City in times of exigent circumstances or emergencies;
- Times at which the property will be available for reasonable inspection;
- A description of the measures and timeline to be taken to assure that the property remains free of nuisance conditions;
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- A list of all persons authorized to be present on the property.

**To be completed by the applicant signing below:**

My name, mailing address, street address (if different than mailing address), telephone number, and email address are:

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

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My relationship to the vacant property is: *(check appropriate box)*

- The owner of the property
- A person acting with direct authority from the owner in matters pertaining to the registration, control, and maintenance of the property.

Under penalties as provided by law pursuant to §1-109 of the Code of Civil Procedure, I certify that the statements set forth in this instrument are true and correct to be best of my knowledge and belief.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_