

**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)

<u>Name:</u> _____ <u>Address</u> _____ _____ <u>Phone:</u> _____ <u>Email:</u> _____	<u>Name:</u> _____ <u>Address</u> _____ _____ <u>Phone:</u> _____ <u>Email:</u> _____
<u>Name:</u> _____ <u>Address</u> _____ _____ <u>Phone:</u> _____ <u>Email:</u> _____	<u>Name:</u> _____ <u>Address</u> _____ _____ <u>Phone:</u> _____ <u>Email:</u> _____

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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<u>Address</u>	<u>P.I.N.</u>
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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 the 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.*