

# Village of Broadview

## Building Department

2350 South 25th Avenue • Broadview, Illinois 60155-3800

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DAVID UPSHAW, Building Commissioner

## VACANT BUILDING REGISTRATION FORM

{Citation} of the Broadview Municipal Code (“Ordinance”) imposes requirements on the owner(s) of any building that has become vacant. A requirement of the Ordinance is registration of the building within 30 days after it becomes vacant and every twelve months thereafter. Completion of this form is required to register a building. Falsification of or failure to complete any section of this form will result in rejection of the registration and subject the owner(s) to penalties as provided under the Ordinance.

The Ordinance contains several requirements for various types of buildings. The Ordinance also provides for financial penalties for failure to comply. This form is not intended to inform owners of those requirements or penalties. **Building owners are responsible for knowing the requirements of, and their obligations under, the Ordinance. It is highly advisable that you consult the Ordinance as you complete this form.** A copy of the Ordinance may be obtained at the Broadview Village Hall.

**Form Remittal:** The completed form must be returned to the Village of Broadview, attention: Building Department, at the address on this letterhead. The Ordinance provides for an annual registration fee. The initial fee payment must accompany the form as follows:

Single-Family Residential Building	\$250.00
Multi-Family Residential Building	\$500.00
Commercial Building	\$500.00
Industrial Building	\$1,000.00

An amended registration form must be filed within fifteen (15) days of any change in the information supplied by the owner(s) on this form. Any change in ownership requires completion of a new form and payment of a new fee. Failure to timely file an amended or new form will result in penalties pursuant to the Ordinance. Registration of a building under the Ordinance does not relieve the owner(s) from complying with all other applicable Village ordinances and building codes.

## **SECTION I – BUILDING INFORMATION**

- A. Full Street Address and Zip Code.
  
- B. Permanent Real Estate Index Number (as printed on the real estate tax bill).
  
- C. Primary use of Building (Single-Family, Multi-Family, Commercial, Industrial).
  
- D. Number of Units in Building (if applicable).
  
- E. Date Building became vacant.
  
- F. Is any part of the Building boarded up? If so, identify the portions that are boarded.

## **SECTION II – OWNERSHIP INFORMATION**

- A. Name, address and telephone number of each owner.

- B Name, address, loan or other identifying number and telephone number of any other entity or person with a legal interest in the property upon which the Building is located, including all lienholders.

### **SECTION III – LEGAL INFORMATION**

- A. Name, street address and telephone number of person 21 years of age or older maintaining a permanent address in Cook County, Illinois and hereby designated to accept service and service of process on behalf of owner(s).
- B. Case name and number of any judicial or administrative litigation that affects or may affect the Building and/or property upon which it is located.
- C. Liability insurance must be maintained on the property in the amounts set forth in Section 4-13-6 (5)(1) of the Ordinance. Please attach required evidence of insurance in the proper amount.
- D. Name, address, policy number and telephone number of the company(s) providing said liability insurance (if not provided in evidence of insurance).
- E. Has a code compliance inspection by the Village been scheduled or completed? If so please provide the date of the inspection.

### **SECTION IV – VACANT BUILDING PLAN COMPLIANCE**

The Ordinance requires the Building Owner(s) to submit a Vacant Building Plan (“Plan”) as part of the registration requirement. The elements and requirements of a valid plan are contained in Section 4-13-7 of the Ordinance. Please contact the

Village Building Department at (708) 345-8174 if you need assistance developing your Plan. Registration is not complete until a Plan has been approved by the Village.

- A. Are you filing a Plan with this registration form?
- B. If not, please provide the date upon which you anticipate filing the Plan.
- C. Have you complied with the signage requirements of the Plan set forth in Section 4-13-7 (11) of the Ordinance? If not, please provide the date upon which you anticipate compliance.

**SECTION V – ACCEPTANCE OF NOTICE BY POSTING**

Section 4-13-6 (4) of the Ordinance requires that the Building Owner(s) consent to Service of Notice for any matter governed by the Ordinance by posting of said Notice(s) on the Building if the Owner(s) fail to provide current information in response to Section III A above and/or fails to renew the registration. By registering your Building and through your signature below, you hereby consent to this posting of notice requirement in the Ordinance.

- A. Have you read and do you understand the consent you granted in the above paragraph?

**SECTION VI – CERTIFICATION**

By my signature below, I hereby certify that I have been advised by the Village to consult the Vacant Building Ordinance in completion of this form; that the Ordinance contains fees and penalties for non-compliance, and that the information provided by me on this form is true, accurate and complete to the best of my knowledge.

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Building Owner Signature

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Printed Name