



Community Development Department

3S258 Manning Avenue, Warrenville, IL 60555 - (630) 393-9050

VACANT BUILDING/PROPERTY REGISTRATION FORM

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

New Registration []

Registration Renewal []

Subsequent Owner []

PROPERTY DESCRIPTION:

Property Address: _____

PIN: _____ Property Type: Single Family [] Multi-Unit [] Commercial []

Describe current property conditions: _____

OWNER INFORMATION:

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

ALL LIEN HOLDERS/OTHER PARTIES WITH AN OWNERSHIP INTEREST

[] Property is currently in default and/or foreclosure proceedings Case: _____

Lien Holder 1

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

Lien Holder 2

Name: _____ **Business Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

PROPERTY PRESERVATION SERVICER

REP: _____ **Business Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

UTILITY STATUS

Gas: [] Disconnected [] In Working Order [] Other: _____

Electric: [] Disconnected [] In Working Order [] Other: _____

Water: [] Disconnected [] In Working Order [] Other: _____

REGISTRATION FEES:

The owner or mortgage lender/lien holder of a vacant building/property is required to register with the City of Warrenville Community Development Department. The initial vacant building/property registration and inspection fee shall be \$175.00.

The owner or mortgage lender/lien holder of a vacant building must renew the vacant building/property registration each year no later than the anniversary date of the first registration filing. The annual renewal registration fee shall be \$100.00. There is no charge to update the owner’s registration information.

INSPECTION AND VACANT BUILDING/PROPERTY PLAN REQUIREMENTS:

1. The owner or mortgage lender/lien holder will be required to schedule an interior inspection of the vacant building/property within 14 days of registration.
2. The City will prepare and send to the property owner an inspection report within 14 business days from the date of inspection.
3. The property owner will have 14 days from the date of the City’s inspection report to prepare and submit to the City a Vacant Building/Property Plan.

APPLICANT:

I hereby attest to the information provided on this registration, to the best of my knowledge, to be accurate. My signature below indicates my "acceptance of notice posting" consenting to service of notices sent or required to be sent, pursuant to Section 8-12-5 of the City of Warrenville City Codes, by posting on the building if I fail to renew the registration if required, or maintain as current with the City of Warrenville the information required regarding the person designated to accept notice and service of process.

Signature of Owner/Agent: _____

Date: _____

Print Name: _____

Contact Code Enforcement Officer John Fjellander at (630) 836-3034 or jfjellander@warrenville.il.us for any questions regarding this form.