VILLAGE OF RIVERDALE
157 W. 144th Street
Riverdale, IL 60827-2707
Phone (708) 841-2200 • Fax (708) 841-7587

Request for Update of Office Records

PROPERTY ADDRESS _____

OWNER NAME _____

REASON FOR REQUEST _____

_____

PROPERTY STATUS (CHECK ALL THAT APPLY)

☐ Owner-Occupied ☐ Rental ☐ Being Rehabbed for Sale ☐ Currently Up for Sale ☐ On Vacant Building Registry

OWNERS NEW PHYSICAL ADDRESS (NO P.O. BOXES)

_____ / _____ / _____ / _____
NO. AND STREET *CITY* *STATE* *ZIP*

OWNERS NEW PHONE AND CONTACT INFORMATION

HOME PHONE _____ **WORK PHONE** _____ **CELL PHONE** _____

FAX # _____ **E-MAIL** _____

OWNERS NEW MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS

_____ / _____ / _____ / _____
NO. AND STREET *CITY* *STATE* *ZIP*

OWNER'S OLD ADDRESS IF DIFFERENT FROM PROPERTY ADDRESS (☐ CHECK HERE IF SAME AS PROPERTY ADDRESS)

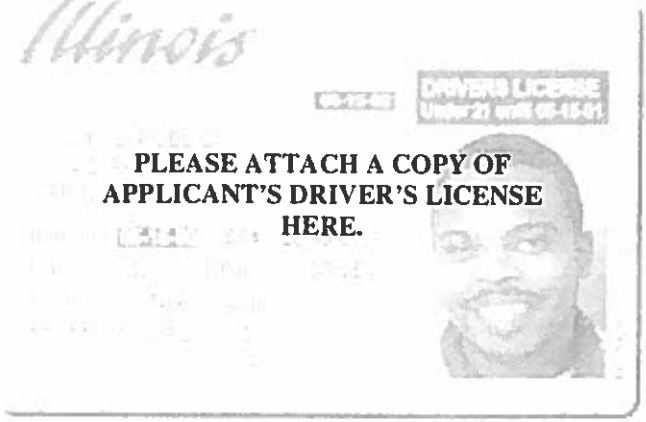
_____ / _____ / _____ / _____
NO. AND STREET *CITY* *STATE* *ZIP*

Terms and Conditions

The mailing address provided above will be used to send all correspondence to you from the Village of Riverdale. This may include, but is not limited to Water Bills, Inspection Reports, Fines, and Court Summons. However, by providing conflicting information to the Village on other forms or documents may result in correspondence being sent to an incorrect address. Mail that is returned as undeliverable and that lists a forwarding address will result in your address being updated to reflect the information provided by the United States Postal Service. If your contact information changes, it is your responsibility to request another update of office records.

The identification required to file this document must reflect the address you have provided above.

Properties that have been vacant for more than (30) thirty days must be listed on the Village of Riverdale's Vacant Building Registry.



By signing below, you acknowledge that you understand and agree to all the above conditions.

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Received: _____ **Clerk's signature:** _____

Please check box once records have been updated:

☐ WATER DEPARTMENT ☐ INSPECTIONAL SERVICES ☐ LOCAL ADJUDICATION ☐ PERMITS