

**VILLAGE OF RIVERDALE
VACANT PROPERTY REGISTRATION FORM**

Vacant Property Owner Name: _____

Pursuant to Section 15.100 of the Village of Riverdale's Code of Ordinances, any building that has become vacant and all vacant lots must file a registration statement for each such building/lot with the Village Clerk within 30 days after it becomes vacant. The initial registration shall be valid until September 30th. The owner shall be required to renew the registration on or before October 1st as long as the lot or building remains vacant/

Please complete this form and bring a check or money order in the applicable amount made payable to the Village of Riverdale, 157 West 144th St., Riverdale, Illinois 60827.

Please fill out the information requested in the following sections. Any changes to the information contained on this form must be reported to the Village Clerk within 20 days of such changes by filing an amended Vacant Building Registration Form.

This registration is not a certification of Code compliance and does not protect the registered property from demolition. By registering the property the owner certifies that the property is vacant, secure, and sufficiently posted and the insurance is current. Failure to comply will result in fines and other penalties as allowed by law.

SECTION I-BUILDING INFORMATION

A. Complete Address of Building

B. Permanent Real Estate Index Number (as printed on your real estate tax bill)

C. Primary Use of Building. Check one.

Check (√)	PRIMARY USE	FEE
_____	Vacant lot	\$ 25.00
_____	Single Family Dwelling	\$ 100.00
_____	Multi-Family Dwelling Unit	\$ 400.00
_____	Industrial / Commercial Property	
_____	less than 10,000 square feet in size	\$ 500.00
_____	greater than 10,000 and less than 20,000 square feet in size	\$1100.00
_____	greater than 20,000 and less than 40,000 square feet in size	\$1500.00
_____	greater than 40,000 square feet in size	\$2000.00
_____	Eleemosynary, religious, educational, government or benevolent use	EXEMPT

SECTION II - OWNERSHIP INFORMATION

A. Please list the name, street address (no Post Office Box numbers) and phone number of the owner. If there are multiple owners, please attach additional sheets.

Name _____

Address _____

Phone _____

B. Please list any Agent designated for receiving notices or service of process. Such person must maintain an office or actually reside in Cook County, IL. (Agent must be 21 years of age or older)

Name _____

Address _____

Phone _____

SECTION III - CONDITIONS / STATUS OF BUILDING

A. Is building enclosed and secured?

_____ YES
_____ NO

B. Has a sign been posted on the building listing owner and / or agent's name, address and phone number?

_____ YES
_____ NO

C. Are you requesting that water service be disconnected to the property? (All outstanding debt must be paid and additional fees do apply for this service)

_____ YES
_____ NO

SECTION IV - INSURANCE

Section 15.100.050 (C) requires that general liability insurance shall be maintained in the appropriate amount for the type of building

_____ Evidence of insurance in the appropriate amount is attached to this application.

Check appropriate primary use and minimum insurance amount.

Check (√)	PRIMARY USE	INSURANCE MINIMUM
_____	Single Family Dwelling on Residential Property	\$1,000,000
_____	Multi-Family Dwelling Unit on Residential Property	\$2,000,000
_____	Industrial / Commercial Property	
_____	less than 10,000 square feet in size	\$1,000,000
_____	greater than 10,000 and less than 40,000 square feet in size	\$2,000,000
_____	greater than 40,000 and less than 100,000 square feet in size	\$3,000,000
_____	greater than 100,000 square feet in size	\$5,000,000

SECTION V - CERTIFICATION

I hereby certify that I have examined this Vacant Building Registration Form and that, to the best of my knowledge and belief, it is true, accurate and complete. I am aware that failure to provide suitable evidence of adequate insurance or submittal of an incomplete or inaccurate form shall be deemed NOT to satisfy the requirements of Section 15.100.050 and will subject owners to fines of \$100-\$5,000 per day, per violation.

Signature _____ Date: _____

Printed Name _____

Owner or Agent ? Check one.

_____ Owner _____ Agent