



TOWN OF CICERO

Building Department

4949 W. Cermak Road • Cicero, Illinois 60804 • 708.656.3600 • Fax 708.656.9708

VACANT BUILDING REGISTRATION FORM

Dear Property Owner,

Pursuant to Article X of Chapter 22 of the Code of Ordinances of the Town of Cicero, Illinois (the "Town Code"), within fifteen (15) calendar days after the date of the Building Commissioner's (or his designee's) notice of determination, the occurrence of the facts that would cause a reasonable person to believe that a building is a "Vacant Building," as defined in Section 22-613 of the Town Code, or a denial of an appeal, whichever is applicable, the owner of a vacant building shall register the building with the Cicero Building Department.

Please complete this form and submit this form and a certified check or money order in the amount of Two Hundred Dollars (\$200.00) for the vacant building registration fee. Please make checks payable to the Town of Cicero. Please note that you are required to file an amended registration form within fifteen (15) calendar days of any change to the information provided herein.

FOR THE TIME THAT THE BUILDING REMAINS VACANT, THE OWNER OF THE BUILDING MUST RENEW THE VACANT BUILDING REGISTRATION EACH YEAR ON THE ANNIVERSARY DATE OF THE FIRST FILING AND PAY THE TWO HUNDRED DOLLAR (\$200.00) REGISTRATION FEE.

This registration is not a certification of the Town Code and does not protect the registered property from demolition. By registering the property, the owner certifies that the building is vacant, secure, sufficiently posted and the required insurance is current.

SECTION I – BUILDING INFORMATION

Correct Address of the Building: _____

Permanent Real Estate Index Number(s) of the Building: _____



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SECTION I – BUILDING INFORMATION

Correct Address of the Building: _____

Permanent Real Estate Index Number(s) of the Building: _____

Primary Use of the Building? ___ Residential or ___ Nonresidential. If Nonresidential, Please Explain the Most Recent Use: _____

Number of Units Within the Building: _____

Case Name and Case Number of any Litigation Pending Concerning or Affecting the Building (Including Bankruptcy Cases): _____

SECTION II – OWNERSHIP INFORMATION

- A. Please List the Name, Address and Telephone Number of the **Owner**. If there are Multiple Owners, Please Attach Additional Sheet(s) as Needed.

Owner's Name: _____

Owner's Address: _____

Owner's Telephone Number: _____

Names of all Persons and Entities with any Legal Interest in the Building or the Premises (Including Mortgage Companies and if the Building or Premises is Held in a Land Trust, the Beneficiary(ies) of the Trust): _____

Addresses of all Persons with any Legal Interest in the Building or the Premises: _____

Telephone Numbers of all Persons with any Legal Interest in the Building or the Premises: _____

- B. Please List an **Agent** Designated to Receive Notices and Service of Process. Such Person Must be Twenty-One (21) Years of Age or Older and Maintain a Permanent Address (that is not a Post Office Box) in Cook County, Illinois. An Owner who Satisfies the Foregoing Criteria may Designate Himself or Herself as the Agent.

Agent's Name: _____

Agent's Address: _____

Agent's Telephone Number: _____

BY SIGNING THIS FORM, I ACKNOWLEDGE AND AGREE TO ACCEPT SERVICE OF NOTICE BY POSTING THE SAME ON THE BUILDING IF I FAIL TO RENEW THIS REGISTRATION FORM AS REQUIRED BY THE TOWN CODE OR IF I FAIL TO MAINTAIN CURRENT INFORMATION FOR MY AGENT.

C. The Town Code Requires that the Property be Insured: Please Provide the Following Information for the **Insurance Company** and Attach a Copy of the Insurance Policy.

Insurance Company's Name: _____

Insurance Company's Address: _____

Insurance Company's Telephone Number: _____

Contact Name for the Insurance Company: _____

Insurance Policy Number: _____

Amount of Insurance Coverage: \$ _____

SECTION III – CONDITION/STATUS OF BUILDING

	Yes	No
A. Is Building Enclosed and Secured? <small>Note: The building must be secured pursuant to Article X of Chapter 22 of the Town Code.</small>	___	___
B. Has a Sign Been Posted on the Building Listing the Owner's Name, Address and Telephone Number?	___	___
C. Is this Property in Fast Track Demolition?	___	___
D. Is there Refuse Service for this Property?	___	___

SECTION IV – CERTIFICATION

I hereby certify that I have examined this Vacant Building Registration Form and to the best of my knowledge and belief, it is true, accurate and complete. I acknowledge that I am required to allow a code compliance inspection of the interior of the building and pay the fee associated therewith. I am also aware that I am required to obtain and maintain insurance and failure to obtain and maintain adequate insurance and/or submitting incomplete or inaccurate information on this form shall be deemed a violation of Article X Chapter 22 of the Town Code and will subject owners to fines of One Hundred Dollars (\$100.00) to Seven Hundred and Fifty Dollars

Date:

Owner's Name

Address

City, State Zip

Re: Vacant Building Determination

Pursuant to Article X of Chapter 22 of the Code of Ordinances of the Town of Cicero, Illinois (the "Town Code"), a copy of which may be obtained online at <http://www.municode.com/> or by contacting the Cicero Building Department, the Cicero Building Commissioner or an authorized designee of the same (referred to herein as the "Building Commissioner") has determined that the building located at the address commonly known as _____, Cicero, Illinois 60804 (the "Building") is a "Vacant Building" in accordance with the definition set forth in section 22-613 of the Town Code.

You are receiving this notice as you are the last taxpayer of record listed on the most recent Cook County tax roll. **IT IS IMPORTANT THAT YOU READ THIS NOTICE IN ITS ENTIRETY AS IT CONTAINS INFORMATION ABOUT YOUR RIGHTS, OBLIGATIONS AND CERTAIN PAYMENTS THAT MAY BE DUE AND OWING IN RELATION TO THE BUILDING.**

DETERMINATION

After conducting an evaluation of the Building, the Building Commissioner determined that the Building was vacant because the Building or a portion of the Building was (check all that apply):

- Unoccupied and unsecured.
- Unoccupied and secured by boards or other similar means.
- Unoccupied and meets the definition of a "Dangerous Building" as set forth in section 22-613 of the Town Code.
- Unoccupied and condemned by the Building Commissioner pursuant to the applicable provisions of the Town Code or other applicable ordinances, codes, statutes, laws, orders, rules and/or regulations.
- Unoccupied and has multiple code violations.

- Unoccupied and the Building has or its premises have been the site of unlawful activity within the previous six (6) months.
- Condemned by the Building Commissioner and unlawfully occupied.
- Unoccupied for over one hundred eighty (180) calendar days and during which time the Building Commissioner has issued an order to correct public nuisance conditions and the same have not been corrected in compliance with the provisions of the Town Code.
- Unoccupied for over two (2) years.

The facts that the Building Commissioner based his decision on include the following:

RIGHT TO APPEAL THE DETERMINATION

You may appeal the Building Commissioner's determination to the Vacant Building Appeals Committee. The appeal must be in writing and must be filed with the Cicero Building Department within fifteen (15) calendar days of the date that the determination was mailed. Should you file an appeal, you will not have to register the Building during the appeal process. The appeal shall contain the following information: (1) the reasons that you dispute the Building Commissioner's determination; (2) specific facts in support of your reasons; and (3) all of the evidence you are relying on to support the appeal.

The Vacant Building Appeals Committee shall decide the appeal on the basis of facts presented by you in your written appeal and the Building Commissioner's written determination. The burden is upon you to present sufficient evidence to persuade the Vacant Building Appeals Committee that if the evidence had been known to the Building Commissioner at the time the Building Commissioner made the determination, the Building Commissioner would more likely than not have determined that the Building was not a vacant Building.

You will receive notice of the time and place that the Vacant Building Appeals Committee will determine your appeal. The appeal will be open to the public and you or a representative may attend the appeal.

OBLIGATIONS REGARDING THE BUILDING INSPECTION

Members of the Cicero Building Department will inspect the interior of the Building at _____ m. on _____, 20____ to determine the extent of compliance with applicable codes, laws, orders, rules and regulations. Please be available or have an authorized agent at the Building to open the doors for representatives of the

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