



VACANT BUILDING REGISTRATION FORM

Pursuant to Title 8, Chapter 12 of the Municipal Code of the Village of Forest Park (Village Ordinance No. O-01-10) section 8-12, *et seq.*, any vacant building must be registered with the Department of Public Health and Safety within thirty (30) days after it becomes vacant and every twelve (12) months thereafter. Additionally, the property owner or designated registrant must be a Cook County resident, or have identified an agent or manager residing within Cook County, who can accept notices of code violations and receive process in any court proceeding or administrative enforcement proceeding on behalf of such vacant building owner. Please complete this form and submit it to the following via mail, or in person:

Vacant Building Registration
Department of Public Health and Safety
Village of Forest Park
517 Desplaines Avenue
Forest Park, IL 60130
Ph. 708-615-6276
Fax 708-366-6505

SECTION I – BUILDING INFORMATION

A. Property address:

B. Permanent Real Estate Index Number(s) (PIN as identified on your property tax bill)

C. Primary use of property (*i.e.*, residential, rental, commercial)

D. If a multi-unit structure, how many units?

SECTION II – OWNERSHIP INFORMATION

A. Name, Address and phone number of owner. (If more than one owner, please provide that information on a separate sheet): (Please print)

B. If the property is held in land trust, list the beneficiary/owner of the trust:

C. List the owner, party in possession, agent or manager authorized to receive notices, who either currently resides or maintains an office in Cook County:

D. List all mortgage company(s) below: (*Company Name, Phone Number and Address*)

E. List insurance company and policy number with contact information providing liability and/or hazard insurance covering the property:

SECTION III – CONDITIONS/STATUS OF THE BUILDING

A. Is the property secured? Yes No

B. Is there refuse service? Yes No

Account No. _____

C. Is there water service? Yes No

Account No. _____

D. Is there gas and electricity service? Yes No

Account Nos. _____

SECTION IV –CERTIFICATION

I, the undersigned, certify that I have examined this Vacant Building Registration Form and that the information contained herein is true and accurate.

Name: _____
(Signature)

Date: _____

Name: _____
(Print)

This registration is not a certification of code compliance and does not protect the registrant from any building code violations or demolition. By registering the property the registrant certifies that the property is vacant, secure, sufficiently posted, and the insurance is current.