

Ronald M. Serpico
MAYOR



Village of Melrose Park



Mary Ann Paolantonio
CLERK

- TRUSTEES -

Anthony N. Abruzzo
Louis "Sonny" Nicotera

Jaime Anguiano
Anthony J. Prignano

Arturo J. Mota
Mary Ramirez-Taconi

Vacant Building Registration Form

Vacant Property Information

Street Address: _____

City, State, Zip Code: _____

Owner Information

Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone #: _____

A Post Office Box Address will not be accepted.

Additional Contact Information

(must submit identification of a person twenty one (21) years of age or older who maintains a permanent address in the State of Illinois to accept future notices sent regarding this ordinance on behalf of the owner)

Name: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

A Post Office Box Address will not be accepted.

Submit documentation with this application including the case name and number of any litigation pending concerning or affecting the building Including bankruptcy cases:

A Certificate of insurance is mandatory for registration of vacant buildings. A \$450.00 Registration fee required. Make check payable to the Village of Melrose Park. Registration is valid for one year; renew your registration each year on the anniversary date of the first filing. Submit a plan of action summary for the vacant building.

I, _____, hereby affirm that I understand the terms and conditions of the vacant property ordinance and agree to comply with its standards and register my vacant property with The Village of Melrose Park. I understand that I must renew the vacant building registration each year on the anniversary date of the first filing for the time the building remains vacant and pay the required \$200.00 annual fee; and that I must file an amended registration within (15) days of any change in the information contained on the registration form. I also understand that I must submit a vacant building plan of action summary upon registration.

Signature of Owner _____ Date: _____

Signature of Owner _____ Date: _____