



Vacant / Foreclosed Property

Inspection Request / License Request / Property Renewal

(Please see the attached documents)

OFFICIAL USE ONLY	
FILE #:	_____
ISSUE DATE#:	_____
EXPIRATION DATE:	_____
RENEWAL:	<input type="checkbox"/> YES <input type="checkbox"/> NEW

Address of Property: _____ Date: _____

Property Type: Commercial Multi-Family Single-Family Condominium

1) Identify the name, address and telephone number of the **current legal property owner**:

2) Property Owner: _____ Owner Address: _____ Phone: _____

Note: (Post Office Box is not an acceptable address)

3) Indicate the case name and number of any pending litigation concerning or affecting the building, including bankruptcy cases.

Case Name: _____ Case Number: _____

4) Lock Box Code: _____

5) Identify the **name, address and 24-hour telephone number of the agent**, other than the owner, who is authorized by the owner to **accept notices and process**. Said agent shall be a legal U.S. Citizen, at least twenty one years of age, who maintains a permanent address in Cook County, Illinois, **to accept service on behalf of the owner, including notices, citations or service of process**. A street address is required.

Name and Title: _____ Owner Address: _____

Phone: _____ Extent of Authority: _____

6) Identify the name, address, and telephone number of all persons with any legal interest in the building or premises: (Attach separat sheet with details)

7) Conditions / Status of building -

- ❖ Is the building enclosed and secured? Yes / No
- ❖ Is evidence of insurance in the appropriate amount attached? Yes / No
- ❖ The water service to the property is – Operational / Properly Disconnected
- ❖ The sewer system to the property is – Operational / Properly Disconnected
- ❖ The gas service to the property is – Operational / Properly Disconnected
- ❖ The electrical service to the property is – Operational / Properly Disconnected
- ❖ Does the structure have a basement sump pump system? Yes / No
 - ✓ If so, is the sump pump operational? Yes / No

8) Indicate **all improvements** located upon the property and the type of construction of said improvements.

Shed Detached Garage Pool Gazebo Other: _____

9) If the property to be sold is **commercial or industrial property**, indicate the total area of each building or structure. (Attach separate sheet if more than two) (Building No.1) _____(Building No. 2)_____

10) If the property is a **multi-family building**, provide the number of residential dwelling units per building. (Attach separate sheet if more than two) (Building No.1) _____(Building No. 2)_____

Unsafe, Abandoned, Vacant Building Registration Plan

Please check one of the following boxes

SELL

DEMOLISH

REHABILITATE

OWNER OCCUPANCY

OTHER (Explanation) _____

Registration / Inspection Cost: (Ordinance 18-44-O Dec 12, 2018)

Single Family Residence (individual townhomes):

\$300.00 (initial semi-annual registration)

\$300.00 (Subsequent six month vacant property registrations.)

Commercial or Multi-family (apartment buildings and hotels/motels):

For buildings ten thousand (10,000) gross square feet or less, the fee shall be:

\$400.00 (initial semi-annual registration)

\$550.00 (Subsequent six month vacant property registrations.)

Commercial or Multi-family (apartment buildings and hotels/motels): For

buildings larger than ten thousand (10,000) gross square feet or more the fee shall be:

\$700.00 (initial semi-annual registration)

\$1000.00 (Subsequent six month vacant property registrations.)

By affixing his or her signature below, the owner agrees to comply with all rules and requirements outlined by the City of Countryside in Ordinance 18-44-O for the Licensing and Inspection of Vacant Properties. Furthermore, by affixing his or her signature below, the owner indicates his or her "acceptance of notice by posting", consenting to service of notices sent or required to be sent, pursuant to Ordinance 18-44-O, by posting on the building if the owner fails to renew the registration if required, or maintain as current with the Community Development Department required regarding the person designated to accept notice and service of process.

Owner Signature: _____ **Date:** _____

Printed Name: _____ **Company Represented:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Common Compliance Requirements for General Inspections

(Note: This list may not be all-inclusive)

I. EXTERIOR

- Address number posted and clearly visible from the street.
- Unit number posted on the door.
- Exterior site is clear of garbage, debris or hazards.
- The façade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- All exterior signs are in good repair (if applicable).
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed with all exterior siding, soffit, fascia, and trim in place.
- All accessory structures, including detached garages, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.

II. INTERIOR

- Fire alarm system is in good repair and in service (if applicable).
- Sprinkler system is in good repair and in service (if applicable)
- Mechanical system (including furnace, air condition unit, water heater, etc) is in good repair.
- All framing, fixtures and ceilings (including suspended ceilings) in good repair
- All exit doors are functional and in good repair with proper locking devices
- Access to all exits are clear and free of obstructions
- No storage of hazardous materials
- All glazing is in good repair. (No broken or cracked glass.
- All exit signs and emergency lights are functional and in good repair (if applicable)
- All electrical systems, equipment, fixtures and wiring are in good repair
- All electrical wiring is properly installed, protected and enclosed
- No electrical outlets shall be painted. Painted outlets shall be replaced
- All receptacles along the kitchen counter, within the bathroom, within the garage or unfinished portions of the basement or within 6 feet of a water source are GFCI protected.
- All electrical circuit breakers are properly labeled in the panel
- Access to all electrical panels and disconnects are clear and free of obstructions
- All plumbing systems, equipment and fixtures are in good repair and free of leaks
- All plumbing fixtures are installed, or pipes are properly capped/terminated
- The potable water supply is free of any possible cross-connection or contamination
- All fuel gas systems, equipment and fixtures are in good repair and free of leaks
- All areas of the property are free of an infestation of rodents or insects
- Smoke detectors are located within every bedroom (within twelve inches of the highest point and within fifteen feet outside of each sleeping room, and on every level of the home.
- Carbon Monoxide detectors are located within fifteen feet outside of every sleeping room
- Lighting fixtures in clothes closets located less than 12" in front of the shelf shall be either a recessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.

VACANT / FORECLOSED PROPERTY LICENSING

The purpose is to protect the public health, safety, and welfare by enactment of this program.

- A. Establishes a program for identification, registration, and regulation of buildings, or portions thereof, which are or become vacant on and after the effective date of this chapter.
- B. Determines the responsibilities of owners of vacant buildings.
- C. Provides for administration, enforcement, including abatement of public nuisances, and imposition of penalties.

BUILDING: A building or portion of a building which is:

- Unoccupied and unsecured; or
- Unoccupied and secured by boarding or other similar means; or
- Unoccupied and a dangerous structure; or
- Unoccupied and condemned by the building official pursuant to applicable provisions of this code; or
- Unoccupied and has multiple code violations; or
- Unoccupied and the building or its premises has been the site of unlawful activity within the previous six (6) months; or
- Condemned by the building official and unlawfully occupied; or
- Unoccupied for over thirty (30) days and during which time the building official has issued an order to correct public nuisance conditions and some have not been corrected in a code compliant manner; or
- Unoccupied for over one hundred twenty (120) days.
- In the case of residential multi-family:
 - 1. Buildings with three (3) or four (4) dwelling units having occupancy rate of less than sixty percent (60%) of the rental dwelling units for any sixty (60) day period.
 - 2. Buildings with five (5) or more dwelling units having an occupancy rate of less than eighty percent (80%) of the rental dwelling units for any sixty (60) day period.
- In the case of mixed use:
 - 1. Buildings with less than five (5) dwelling units having occupancy rate of less than sixty percent (60%) of the rental dwelling units for any sixty (60) day period.
 - 2. Buildings with five (5) or more dwelling units having an occupancy rate of less than eighty percent (80%) of the rental dwelling units for any sixty (60) day period.

But not including unoccupied buildings which are undergoing construction, renovation, or rehabilitation and which are in compliance with all applicable ordinances, codes, legislation, and regulations, and for which construction, renovation or rehabilitation is proceeding diligently to completion.

License Application:

No such license shall be issued except upon written application filed with the building official. Such application shall be received not more than ninety (90) days after the property becomes vacant, or not less than thirty (30) days prior to the expiration date of a currently valid license. The application shall set forth, but not be limited to, the following information: (see next page)

License Application - Defaulted Mortgage Properties:

Any Mortgagee who holds a mortgage on Real Property located within the City and declares the mortgage to be in Default or Defaulted, the Mortgagee shall register the real property. This action must be taken within 10 days of the date of declaration.

VACANT / FORECLOSED PROPERTY LICENSING – Continued

1. Name and address of legal owner.
2. The case name and number of any litigation pending concerning or affecting the building, including bankruptcy cases.
3. The name, street address, and telephone number of all persons with any legal interest in the building or the premises.
4. If licensee designates an agent, then the application shall set forth the name, address and a twenty four (24) hour telephone number of that agent and the authority of the agent to rent, manage and make expenditures.
5. Name, address and twenty four (24) hour telephone number and extent of the authority of the janitor and any other persons in addition to the owner or manager in a position of authority with regard to the subject property.
6. The designation of the agent authorized by the owner to accept notices and process. The agent shall be a natural person twenty one (21) years of age or older who maintains a permanent address in Cook County, Illinois, to accept service on behalf of the owner with respect to any notices the building official sends pursuant to this chapter or service of process in any proceeding commenced to enforce any provision of this chapter, and file with the building official on the registration form the name, address, telephone number, of said person. A street address is required. A post office box is not an acceptable address.

Signature Acknowledgment: The form shall state that the owner, by affixing his or her signature, is advised that the city will not issue real estate transfer tax stamps without city inspectors having first conducted an interior inspection for code compliance.

Notice Inspection: The form shall require the owner to indicate his or her "acceptance of notice by posting" consenting to service of notices sent or required to be sent, pursuant to this chapter, by posting on the building if the owner fails to renew the registration if required, or maintain as current with the director the information required regarding the person designated to accept notice and service of process.

Insurance: The owner shall obtain liability insurance and maintain such insurance for as long as the building is vacant, and file evidence of such insurance with the building official, as follows: five hundred thousand dollars (\$500,000.00) for a vacant residential building of one to three (3) units; seven hundred fifty thousand dollars (\$750,000.00) for a vacant residential building of four (4) to eleven (11) units; one million dollars (\$1,000,000.00) for a vacant residential building of twelve (12) to forty eight (48) units; two million dollars (\$2,000,000.00) for a vacant residential building of more than forty eight (48) units; and two million dollars (\$2,000,000.00) for a vacant manufacturing, industrial, storage, or nonresidential commercial building.

Security Guard Service: On written notice of the building official, the owner shall provide continuous bonded, licensed, and insured security guard service at the building. Such service to remain in place until the director gives written notice that the service is no longer required. Such service shall be required when the building official makes a written determination that the vacant building constitutes a fire hazard, is otherwise dangerous to human life or the public welfare, involves illegal or improper use, occupancy, or maintenance, under such conditions that boarding and securing the building are insufficient to prevent the actual or threatened harm.

VACANT / FORECLOSED PROPERTY LICENSING – Continued

License Cost:

The license fee shall be payable on or before a due date established by the office of the building official. License fees shall be set forth as follows:

- A. If a license is not purchased within thirty (30) days of vacancy, or prior to the expiration of the previous license, said fee shall be increased by ten percent (10%); and further, the base fee shall be increased by an additional ten percent (10%) each subsequent thirty (30) day, or portion thereof, for which the fee remains unpaid.
- B. If the ownership of a building changes during a licensing period, the license fee for the new owner shall be as per a new license. License fees paid by the previous owner shall not be refunded.
- C. The six month (182) day license fee for a vacant building whose construction is regulated by the international residential code shall be three hundred dollars (\$300.00) per dwelling unit.
- D. For buildings ten thousand (10,000) gross square feet, or less, of all nonresidential floor space on every level of the building, including basements, attics, mezzanines, equipment rooms, stairways and elevators, measured between the outer sides of the exterior walls the fee shall be:
 - a. Four hundred dollars (\$400.00) for the first six months of the vacant property license, and
 - b. Five hundred Fifty dollars (\$550.00) for all subsequent six months of the vacant property licenses.
- E. For buildings larger than ten thousand (10,000) gross square feet of all nonresidential floor space on every level of the building, including basements, attics, mezzanines, equipment rooms, stairways and elevators, measured between the outer sides of the exterior walls the fee shall be:
 - a. Seven hundred dollars (\$700.00) for the first six months of the vacant property license, and
 - b. One thousand dollars (\$1,000.00) for all subsequent six months of the vacant property licenses.