



# CITY OF COUNTRYSIDE

## SEMI-ANNUAL VACANT/FORECLOSURE REGISTRATION

803 Joliet Road, Countryside, IL 60525



**Title 8 Chapter 11 REGISTRATION OF DEFAULTED MORTGAGE AND VACANT PROPERTY.**

If the vacant property is not registered, or either the registration fee or the semi-annual registration fee is not paid within thirty (30) days of when the registration or semi-annual registration is required pursuant to this section, a late fee equivalent to ten percent (10%) of the semi-annual registration fee shall be charged for every thirty (30) day period, or portion thereof, the property is not registered and shall be due and payable with the registration.

Countryside property address \_\_\_\_\_

Property Type:  Single Family     Condo     Townhome     Commercial/Industrial

Square feet of home/unit/building: \_\_\_\_\_

Legal Property Owner of Record Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Agent/Manager Company/Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

This property is currently  Vacant     Occupied—Date expected to be vacant \_\_\_\_\_

If vacant- name of company and name of contact to access the home or report any issues:

Company \_\_\_\_\_ Contact \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Lockbox code \_\_\_\_\_ Lockbox location \_\_\_\_\_

If this property is involved in any pending litigation, provide the Case Number \_\_\_\_\_



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The applicable application fee is required with the registration application.

*Non-refundable semi-annual registration / inspection fee: (Ordinance 18-44-O Dec 12, 2018)*

*Single Family Residence (including individual townhomes and condominiums):*

*\$300.00 (initial semi-annual registration)*

*\$300.00 (Subsequent six month registrations.)*

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

*For buildings ten thousand (10,000) gross square feet or less [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:*

*\$400.00 (initial semi-annual registration)*

*\$550.00 (Subsequent six month registrations.)*

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

*\$700.00 (initial semi-annual registration)*

*\$1000.00 (Subsequent six month registrations.)*

**I hereby certify that I have the legal authority to make this application, and all information provided in this application, and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application. I furthermore have read and agree to abide by the City of Countryside's Title 8 Chapter 11 REGISTRATION OF DEFAULTED MORTGAGE AND VACANT PROPERTY.**

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

I am the  Legal owner  Agent  Property manager  Other- complete section below

If "Other"-

Describe your relationship to the property owner: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

OFFICE USE:

REV 12/2022

FILE # \_\_\_\_\_ PIN \_\_\_\_\_ AMT RECEIVED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_