



City of Evanston
Property Standards Division
2100 Ridge Avenue, Room 2200
Evanston, IL 60201
847-448-4311

VACANT BUILDING REGISTRATION FORM

Dear Property Owner:

Pursuant to Ordinance 8-0-12 of Chapter 16, Title 4 of the City Code, any building which has been determined to be a "Vacant Building" must register the building with the City of Evanston, Property Standards Division, 2100 Ridge Avenue, Room 2200, Evanston, IL 60201.

Please complete the form and submit the \$400 registration fee within 15 days of knowledge that the property is vacant or within 15 days of receipt of a "Notice of Vacant Building Determination" status. Any changes to the information contained on this form shall be reported to the City of Evanston, Property Standards Division within 15 days at the number listed above or by email at health@cityofevanston.org.

Vacant Building Address: _____

Owner Information:

Name _____

Company Name _____

Address _____

City _____ ST _____ Zip _____

Daytime Number: _____

Emergency Number: _____

Email: _____

I agree to accept notification via email. _____
Initial Here

Other _____

Name _____

Company Name _____

Address _____

City _____ ST _____ Zip _____

Daytime Number: _____

Emergency Number: _____

Email: _____

I agree to accept notification via email. _____
Initial Here

Agent:

Name _____

Company Name _____

Address _____

City _____ ST _____ Zip _____

Daytime Number: _____

Emergency Number: _____

Email: _____

I agree to accept notification via email. _____
Initial Here

Vacant Building Liability Insurance Company:

Company Name _____

Contact Name _____

Address _____

City _____ ST _____ Zip _____

Daytime Number: _____

Amount of Coverage \$ _____

By affixing my signature to this form, I understand that the City will not issue Real Estate Transfer Stamps until City inspectors have first conducted an interior inspection of the property for code compliance. I accept service by "Notice of Posting" on the property. The owner shall allow for an interior and exterior code compliance inspection of the property and pay the \$500 inspection fee within 30 days of the inspection.

Signature

Printed Name

Date