

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

OFFICE USE:
Payment Code: 030

\$300.00 Application Fee is due at time of submitting this Registration Form. Application Fee doubles to \$600.00 if not paid within 30 days of receiving initial notice.

VACANT COMMERCIAL PROPERTY REGISTRATION FORM

NEW

RENEWAL

1. PROPERTY INFORMATION

PROPERTY ADDRESS: _____

Vacant/ Unoccupied

Foreclosure (Vacant)

P.I.N. _____ **Notice of Default (Date of Notice):** ____ / ____ / ____

Property Inspection date: ____ / ____ / ____ **Date building became Vacant/ Unoccupied:** ____ / ____ / ____

2. PROPERTY OWNER INFORMATION

Name of Company/ Legal Owner: _____

Mailing Address: _____
City State Zip

Phone Number: () _____ - _____ **Fax Number:** () _____ - _____

EMAIL ADDRESS: _____

3. REGISTERED REPRESENTATIVE/ AGENT

Name of Registered Representative/ Agent: _____

Mailing Address: _____
City State Zip

Phone Number: () _____ - _____ **Fax Number:** () _____ - _____

EMAIL ADDRESS: _____

4. PROPERTY MAINTAINANCE COMPANY INFORMATION

Name of Registered Representative/ Agent: _____

Mailing Address: _____
City State Zip

Phone Number: () _____ - _____ **Fax Number:** () _____ - _____

5. WATER/ GARBAGE/ SEWER BILLING SERVICER-

Name of Registered Representative/ Agent: _____

Mailing Address: _____
City State Zip

EMAIL ADDRESS: _____

Phone Number: () _____ - _____ **Fax Number:** () _____ - _____

6. VACANT BUILDING PLAN STATEMENT OF INTENT

Please check one of the following boxes to indicate what you plan to do with the building, followed by a brief description. A formal Vacant Building Plan is still required and shall be submitted to the Building Department within 30 days of submitting this registration form. See City of Berwyn 1480.07 Vacant Property Registration Ordinance.

Renovate
 Sell/Lease
 Demolish

Please provide a brief description of your plan for the property in question

Please return this form when completed by Mail, Email or Facsimile (See Below). Please call the Vacancy Coordinator, Nancy Gonzalez at (708) 738-1465 with any questions. Please make a check to City of Berwyn and send it with the completed form or have an agent come into City Hall to remit payment.

City	State	Fee	Ordinance Name
City of Berwyn	Illinois	\$300.00 for Vacant Commercial Properties	City of Berwyn 1480.06 Vacant Property Registration Ordinance
		\$100.00 Renewal fee	1480.12 Vacant Property Registration Ordinance
METHODS OF PAYMENT ACCEPTED: Credit cards, Cash, Money Orders or Certified Checks & Company checks			
County	Contact Name	Contact Phone	Contact Email
Cook	Compliance Department	(708) 738-1456	nancyg@berwyn.net
Mailing Address: 6700 W. 26th Street, Berwyn, IL 60402			
Property Registration Ordinances		https://www.berwyn-il.gov/government/ordinances	