



VILLAGE OF ELMWOOD PARK

DEPARTMENT OF CODE ADMINISTRATION
11 CONTI PARKWAY
ELMWOOD PARK, IL 60707
708-452-3920

VACANT BUILDING PROPERTY PLAN

DATE:		REGISTRATION #:		
Owner/Responsible Party:		PROPERTY ADDRESS:		
Property Status <i>(Check all that apply)</i>	<input type="checkbox"/> Property is actively listed for sale	Listing Date: _____		
	<input type="checkbox"/> Property sale is pending	Closing Date: _____		
Property Use <i>(Check all that apply)</i>	<input type="checkbox"/> Building is being renovated	Completion Date: _____		
	<input type="checkbox"/> All required permits have been issued:			
	<input type="checkbox"/> Applications will be submitted by: _____			
Property Maintenance	<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial			
	<input type="checkbox"/> CLEAN, SAFE & SECURE Inspection performed on: _____	Compliance Date: _____		
	OWNER TO MAKE THE FOLLOWING REPAIRS IMMEDIATELY:			

Clean, Safe, and Secure Affirmation	Date by which property is to be occupied: _____			
	<u>Owner/responsible party attests that the following steps have been or will be taken. For any Boxes left unchecked, you must provide a date by which the item will be completed</u>			
Signatures	<input type="checkbox"/> The Building is secured against unauthorized entry by persons or pests in accordance with standards of Village Code 41E			
	<input type="checkbox"/> All hazardous material or hazardous refuse has been removed			
Signatures	<input type="checkbox"/> The building's water system has been protected from freezing			
	<input type="checkbox"/> Building is adequately heated to prevent freezing			
Signatures	<input type="checkbox"/> Water Service to the building has been shut off at the curb			
	<input type="checkbox"/> Non-compliant electrical service lines, wiring or fixtures have been removed/disconnected			
Signatures	<input type="checkbox"/> Heating facilities have been removed, rendered inoperable or are maintained per code			
	<input type="checkbox"/> Owner/responsible party affirms that the subject property shall be maintained in compliance with all applicable property maintenance regulations and city codes <u>Keeping the Property Clean, Safe & Secure</u> , including, but not limited to the following:			
Signatures	Nuisances	Grass and weeds	Animals	
	Exterior Maintenance	Motor vehicles	Graffiti	
Signatures	Dead/hazardous trees		Abandoned pools	
	Owner/Responsible Party:	Date:		
Signatures	Village Review/Approval by:	Date:		