



Community Development Department
3600 Kirchoff Road, Rolling Meadows, Illinois 60008
(847) 506-6030 • CD@cityrm.org • www.CityRM.org

Vacant, Condemned, & Foreclosed Property Registration

Pursuant to Section 18-456 of Chapter 18 of City Code, any property which has been determined to be vacant, condemned, or foreclosed must be registered with the City of Rolling Meadows, Community Development Department.

Within 15 days of the property becoming vacant or from receipt of a "Notice of Vacant Property" submit the following:

- Completed Vacant, Condemned, and Foreclosed Property Registration Form (this form)
Registration Fee of \$300
Proof of Liability Insurance for at least the minimum amount listed below.

Within 30 days the owner or agent must contact Community Development at CD@CityRM.org or 847-506-6030 to schedule an interior and exterior inspection of the property.

Any changes to the information provided should be reported to Community Development within 15 days on a new registration from.

Liability Insurance Required

The owner or agent is required to obtain and maintain liability insurance on the subject property until it is no longer vacant. Proof of liability insurance must be filed with this form, in the minimum amounts below.

- \$500,000.00 for a residential building of 1-3 units.
\$750,000.00 for a residential building of 4-11 units.
\$1,000,000.00 for a residential building of 12-48 units.
\$2,000,000.00 for all other residential and commercial buildings.

Subject Property Address

Vacant Property Address: \_\_\_\_\_

Ownership Information (Provide the required contact as shown)

- Individual, Owner; Corporation, Corporate Office/COO; Partnership, Managing Partner; LLC, Managing Member; LP, General Partner; Trust, Trustee; Real Estate Investment Trust, General Partner/Officer

\* Use of a P.O. Box is NOT acceptable. \*

Owner/Org. Name: \_\_\_\_\_
Address: \_\_\_\_\_ Phone No: \_\_\_\_\_
Emergency No: \_\_\_\_\_
E-Mail: \_\_\_\_\_

Local Agent

Local agent must be over the age of 21 years and must be located within 30 miles of the city.

\* Use of a P.O. Box is NOT acceptable. \*

Agent Name: \_\_\_\_\_
Address: \_\_\_\_\_ Phone No: \_\_\_\_\_
Emergency No: \_\_\_\_\_
E-Mail: \_\_\_\_\_

**Property Restoration Plan**

At the time of registration, you are required to provide a property restoration plan. Please provide a short plan of action and timeline for addressing each of the following, if applicable. You may also attach a separate more detailed Property Restoration Plan.

- 1. How and on what timeline will the property be secured to prevent unlawful entry? (**Note:** Boarding up of doors and windows is allowed for no more than 30 days.)

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- 2. How and on what timeline will repairs be made to any doors, windows, or other openings which are boarded up?

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- 3. How and on what timeline will code violations or public nuisances be remedied?

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- 4. How and on what timeline will regular maintenance of the property be completed?

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- 5. How and on what date will the **property** be made habitable and occupied or offered for occupancy or sale? Include dates when any permitted work will begin and the expected timeline for completion.

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- 6. If the property is to be demolished, provide a plan and proposed timeline for the demolition.

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**Certification**

**I accept my responsibility for the continued maintenance and required inspection of the property for code compliance and shall allow for an interior and exterior code compliance inspection of the property within 30 days of registration.**

**I certify that the information is true and complete to the best of my knowledge, and understand that any willfully false information is subject to penalties under the City's ordinances.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_