

**Robert J. Lovero**  
Mayor



**Charles D. Lazzara**  
Building Director

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-5163  
www.berwyn-il.gov

**VACANT/ ABANDONED/ FORECLOSED PROPERTY REGISTRATION FORM**

NEW       UPDATE       RENEWAL       DE-REGISTRATION

**1. PROPERTY INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_

Vacant/ Unoccupied       Foreclosure (Vacant)       Foreclosure (Occupied)

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: ( ) \_\_\_\_\_ - \_\_\_\_\_

Please return this form when completed by Mail, Email or Facsimile (See Below). Please call the Compliance Department 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	\$200.00 for Vacant Properties & \$50.00 for any other Vacant premises	City of Berwyn <b>1480.06</b> Vacant Property Registration Ordinance
		\$100.00 Renewal fee	<b>1480.12</b> Vacant Property Registration Ordinance
<b>METHODS OF PAYMENT ACCEPTED:</b> Credit cards, Cash, Money Orders or Certified Checks & Company checks			
County	Contact Name	Contact Phone	Contact Email
Cook	Compliance Department	(708) 749-6445 Or (708) 749-6449	Helen Kucharz, Senior Compliance Clerk <a href="mailto:Hkucharz@ci.berwyn.il.us">Hkucharz@ci.berwyn.il.us</a>
<b>Mailing Address:</b> <b>6700 W. 26<sup>th</sup> Street, Berwyn, IL 60402</b>			
<b>Property Registration Ordinances</b>			<b>Fax Number</b>
<a href="http://www.berwyn-il.gov/ordinances">http://www.berwyn-il.gov/ordinances</a>			(708) 788-5163