



CITY OF ALTON ILLINOIS

www.cityofaltonil.com

101 E. THIRD ST.

ALTON, IL 62002

(618) 463-3590

DATE

VACANT PROPERTY REGISTRATION

Residential Property

Commercial Structure

FEE: \$250.00

Property Information

Address of Property

Owner Information

Name of Legal Property Owner(s)

Date of Birth

Property Owner Address (P.O. Box NOT Acceptable)

Home Phone

Cell Phone

Email

Identify the name, address and telephone number of all persons with any legal interest in the building or premises:
(Attach separate sheet if more than three.)

Name

Address

Phone

Name

Address

Phone

Name

Address

Phone

***If the owner resides outside a 30-mile radius from Alton, you must designate a local Agent (within 30 miles of an Alton Border) to accept property maintenance and notice/service responsibility. ***

Agent Name

Agent Address (P.O. Box Not Acceptable)

Agent Email

I/WE

Agent Phone

Authorize my/our

agent _____ to act on my/our behalf as my/our registered agent. However, I/we understand that as the legal owner(s) of this property I/we will be responsible for the actions and/or inactions of the agent listed above.

***A Certificate of Liability Insurance for each vacant property must be provided to the City with the initial vacant property registration form AND subsequent renewal applications per the City Ordinance (see below) ***

(1) Residential Properties:

(i) Single-family and two (2) units: \$250,000.00

(ii) Three (s) to eleven (11) units: \$750,000.00

(iii) Twelve (12) to forty-nine (49): \$1,000,000.00

(iv) Fifty (50) or more units: \$2,000,000.00

(2) Commercial structures:

\$2,000,000.00

Registration is considered incomplete if not provided

Statement of Intent

1. What is the expected period of vacancy (including the date initial vacancy)?

2. What is the intent of the property? (i.e. sale, rehabilitation, rent, etc...)

NOTE: If at any time the above occupancy changes, the Department of Code Enforcement must be notified within 10 business days. Failure to do so may result in a fine of up to \$500 in addition to the applicable license fee.

DO NOT WRITE BELOW THIS LINE

Property Zoned: _____

#Dwelling Units: _____

Ward #: _____

Fee Enclosed: _____

Water shut off: YES NO

Insurance Certificate

License#: _____