

**Please return this form by:**

Mail to: Village of Schaumburg c/o CODE ENFORCEMENT, 101 Schaumburg Ct., Schaumburg, IL 60193

Email to: dparran@schaumburg.com

As required by Village of Schaumburg Ordinance Chapter 123, all vacant buildings shall be registered with the Village of Schaumburg. The registration shall contain the owner's name, and in the case of a corporation or out-of-area beneficiary/trustee, the local agent is responsible for the property. Property subject to this chapter shall remain under registration, security, and maintenance standards as long as it remains vacant. Any person, firm, or corporation that has registered a property under this chapter must report any changes of registration within 10 days of the change. There is no fee to register a building as vacant. A hold will be placed on property's tax stamp if there are outstanding violations and/or amounts due to the village. Questions can be directed to the Code Enforcement Division at (847)923-3700.

NOTE: All vacant single family homes are subject to a recent Vacant Building Inspection prior to release of a tax stamp. Vacant Building Inspections are valid for 90 days and are scheduled by appointment only. Any existing violations will require correction prior to release of a tax stamp. A fee must be paid upon setting up an appointment for the Vacant Building Inspection. Please schedule an inspection with the Building Division. Questions can be directed to (847)923-4420.

VACANT BUILDING ADDRESS

Schaumburg, Illinois

PROPERTY OWNER

NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

LOCAL AGENT

NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

IN CASE OF EMERGENCY

CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS

SIGNATURE OF OWNER/ AGENT

DATE