

**Village of Round Lake Beach**  
**Economic Development Department**  
 1937 Municipal Way, Round Lake Beach, IL 60073  
 (847) 546-2351 | Fax (847) 201-7220 | [www.villageofroundlakebeach.com](http://www.villageofroundlakebeach.com)

**Registration of Vacant Properties & Properties in Default**

Pursuant to Ordinance 16-06-04 of the Municipal Code, any residential building that has been determined to be a "Registrable Property" must be registered with the Village of Round Lake Beach. Within 21 calendar days of the date of the Notice of Determination, please submit this completed form to the above address or to [rhollingsworth@roundlakebeachil.gov](mailto:rhollingsworth@roundlakebeachil.gov). A separate registration form must be submitted for each Registrable Property. Any changes to the information contained on this form must be reported to the Village within 10 calendar days.

**Date of Notice:**

**Registrable Property Address:**

**Enter Today's Date:**

New Registration  Renewal of Registration  Amended Registration

**OCCUPANCY STATUS**  Occupied  Vacant

**PLAN OF ACTION**

Describe plan of action and timeline to (a) Remove unsightly boarding and secure from unlawful entry, where applicable, (b) Meet and maintain all property standards and codes, (c) Occupy property or intent for extended vacancy, (d) Intent to rehab, demolish, sell and/or rent, where applicable. Attach additional sheets if necessary.

	Est. Completed By	Details
Unboard &/or Secure	<hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>
Bring Up to Code	<hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>
Ongoing Maintenance	<hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>
Plan for Occupancy	<hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>
Plan for Property (Demo/Sale/Rent)	<hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>

Other Comments

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**CONTACT INFORMATION**

Street addresses required; post office boxes not acceptable. Owner may choose to identify an agent that is authorized to accept service and receive notices and/or a property manager that is authorized to address issues related to security, maintenance, and code violations. Use additional sheets if needed for other parties. Reference ordinance for definition of "Owner" on vacant properties.

	<b>Owner</b>	<b>Authorized Agent (or note N/A)</b>
Name	_____	_____
Company	_____	_____
Address	_____	_____
City, St, Zip	_____	_____
Day Phone	_____	_____
Email	_____	_____
Emergency #	_____	_____

	<b>Property Manager (or note N/A)</b>	<b>Other Party with Legal Interest (or note N/A)</b>
Name	_____	_____
Company	_____	_____
Address	_____	_____
City, St, Zip	_____	_____
Day Phone	_____	_____
Email	_____	_____
Emergency #	_____	_____

**UTILITIES**

**Water** – On  Off       **Electricity** – On  Off       **Winterized** – Yes  No

**PENDING LITIGATION**

List all cases, including bankruptcy or foreclosure, or enter "None." Attach additional sheets if needed.

- 1. Case Name/Type: \_\_\_\_\_ Case Number \_\_\_\_\_
- 2. Case Name/Type: \_\_\_\_\_ Case Number \_\_\_\_\_
- 3. Case Name/Type: \_\_\_\_\_ Case Number \_\_\_\_\_

**SIGNATURE**

By affixing my signature to this form, I certify that I have read and understand Ordinance 16-06-04 and the obligations and potential penalties therein.

_____	_____	_____
Signature	Printed Name	Date