

CITY OF RED BUD

REGISTRATION FORM FOR ABANDONED REAL ESTATE

Please fill out the information requested below and deliver this form to the Code Official, City of Red Bud, Illinois, 200 East Market Street, Red Bud, Illinois 62278.

Registered Abandoned Real Estate Address: _____

Permanent Parcel Number: _____

Name of Lender/Mortgagee: _____

Office Mailing Address of Lender/Mortgage (no PO boxes):

Name of Contact Person: _____

Contact person's phone number _____

If Lender/Mortgagee is a corporation or located more than 40 miles away from the registered abandoned real estate address, please provide the following information:

Name of Local Property Manager: _____

Local Property Manager's phone number: _____

Local Property Manager's mailing address: _____

Standard Annual Fee \$25.00 Please check one: ☐ New registration ☐ Renewal registration

An annual registration fee shall accompany this registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than January 31 of the year due. Registration fees will not be prorated.

Submitted By:

Print Name

Signature

Date

Company Name and Address

200 East Market Street, Red Bud, Illinois 62278

Owner Responsibilities under Article VI of Chapter 6 of the Red Bud City Code include but are not limited to the following:

- ☐ Within ten (10) days of the purchase or transfer of a loan/mortgage secured by real estate, the new mortgagee shall record, with the Red Bud Code Official, an Assignment of Rents.
- ☐ If the property is vacant or abandoned, the mortgagee shall register the property with the City using this form within ten days of transfer or vacancy.
- ☐ If the property is occupied but is subject to a pending foreclosure complaint, the mortgagee shall inspect the real estate monthly until the Mortgagor remedies the default or the real estate is found to be vacant or shows evidence of vacancy.
- ☐ Report to the City any change of address and change of contact information within ten days of said change.
- ☐ Maintain the property on a weekly basis.
- ☐ Secure the property.
- ☐ Post the property with the property manager's name, address and 24-hour contact phone number.