



VACANT STRUCTURE REGISTRATION FORM

24-hour Emergency Contact					
VACANT STRUCTURE ADDRESS					
Vacant Structure Address:					
Type of Structure	Residential 1 or 2 units	Residential 3+ Units	Commercial, Manufacturing, Storage or any Nonresidential		
Parcel ID # (if known)					
Number of units within the building					
PROPERTY OWNER(S) INFORMATION					
Owners #1 Information					
Name or Business:					
Mailing Address:					
City		State			
Phone		Zip Code			
Email					
Owners #2 Information					
Name or Business:					
Mailing Address:					
City		State			
Phone		Zip Code			
Email					
Names of Person(s) Authorized to be present in the structure					
Name:		Phone:			
Name:		Phone:			
Name:		Phone:			
Name:		Phone:			
REQUIRED LIABILITY INSURANCE					
(A)	Residential properties of one or two units: \$250,000.00				
(B)	Residential properties of three or more units: \$500,000.00				
(C)	Commercial, manufacturing, storage or any nonresidential property				
STATEMENT OF INTENT					
Expected date or vacancy (including the date of initial vacancy)					
Plan including timeline for regular maintenance during vacancy					
Plan and timeline for lawful occupancy rehabilitation,					



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removal, or demolition of the structure	
Measures/plans (including timeline) to ensure structure will be secure	
Timeline of structure to be free of nuisance conditions	

Owner's Signature

Owner's Printed Name

PAYMENT OF ALL FEES DUES AT TIME OF REGISTRATION

Vacant Structure Fee \$25.00 for (six) 6 months. At the City's sole discretion, renewal may be approved upon demonstrated need for a maximum of 3 consecutive 6-month periods for an aggregated maximum of 24 months total vacancy registration. If approved, 3-month period will be \$25.00.

Please return completed form with payment to:

City of Herrin

300 N. Park Ave

Herrin, IL 62948

Ph. 618-942-3175

www.cityofherrin.com