

**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 1<sup>st</sup> 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

**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.