



VILLAGE OF NORTHBROOK
Department of
Development & Planning Services

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Vacant Building De-Registration

Complete this form for any changes in status of a previously registered vacant building, or for any change in ownership, management, or mailing address for the property. This form must be completed and submitted within thirty (30) days of the change in status of the property.

(*If the property you are now registering has never been registered, please use our vacant building registration form*)

Please print clearly in ink

A. PROPERTY INFORMATION

PROPERTY ADDRESS

If the name or address of the owner of a vacant building changes for any reason, a new registration will be required within 15 days of the change.

PREVIOUS OWNER NAME

PHONE (DAYTIME)

PREVIOUS OWNER MAILING ADDRESS (P.O. Box is not an acceptable address)

E-MAIL ADDRESS

Provide and attach a copy of the warranty deed or bill of sale

DATE OF SALE

IS PROPERTY OCCUPIED?

DATE OF OCCUPANCY

NEW OWNER NAME

PHONE

NEW OWNER ADDRESS (P.O. Box is not an acceptable address)

E-MAIL ADDRESS

Identify all persons other than the Owner who have a legal interest in the building or the premises. This can include but not be limited to owners, attorney (if not in foreclosure) or Real Estate Agents: (use a separate sheet if necessary):

NAME

PHONE

EMAIL

ADDRESS

B. CONTACT INFORMATION

Provide the name, street address, email address & telephone number of the agent that is to be contacted regarding any identified concerns, code violations, etc. with respect to the subject property:

NAME

PHONE

EMAIL

ADDRESS (P.O. Box is not an acceptable address)

Signature

Date

Phone

Email

Office Use Only: Village Approval Status

Approved: by: _____ date: _____

Not Approved: by: _____ date: _____