

**VACANT & FORECLOSURE PROPERTY REGISTRATION**

Required registration document for any vacant or foreclosed property  
For six (6) month period either January 1<sup>st</sup> to June 30<sup>th</sup>, or July 1<sup>st</sup> to December 31<sup>st</sup>

**City of Aurora**  
Development Services Department  
Division of Property Standards  
77 S Broadway  
Aurora, IL 60505



**LICENSE #:** \_\_\_\_\_ **FEES: \$250** per licensing cycle less than 24 months of vacancy or in foreclosure  
**Submittal Date:** \_\_\_\_\_ **FEES: \$500** per licensing cycle greater than 24 months of vacancy or in foreclosure  
**Online Portal:** <https://auro-trk.aspgov.com/etrakit/> **Phone:** 630.256.3770 **Website:** [www.aurora-il.org](http://www.aurora-il.org)

**Type of Property:**  Residential  Commercial **County Lis Pendens Document Number:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_ **Name of Legal Property Owner:** \_\_\_\_\_  
**Expected period of vacancy:** \_\_\_\_\_ **Plans for property:**  For Sale  Rehab  Other \_\_\_\_\_  
**An inspection has been conducted in the last 30 days and the property has been found to be:**  Vacant  Occupied

**BANK HEADQUARTERS or LEGAL OWNER INFORMATION**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**SERVICING BANK INFORMATION (Foreclosure properties only)**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**PROPERTY MANAGEMENT (Req'd if owner is outside 30 mile radius)**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**CERTIFICATE OF LIABILITY INSURANCE (Vacant properties only)**

A Certificate of Liability Insurance for each vacant property must be provided to the City with the initial vacant property registration form and subsequent renewal application per City Ordinance (Sec 12-509).

- Residential Properties
  - Single-family and two (2) units:..... \$250,000
  - Three (3) to eleven (11) units:..... \$750,000
  - Twelve (12) to forty-nine (49) units:..... \$1,000,000
  - Fifty (50) or more units:..... \$2,000,000
- Commercial Properties:.....\$2,000,000

**AUTHORIZATION AND CERTIFICATION**

We, the undersigned, hereby certify and understand that:

- The information submitted in this application is an accurate representation of the facts on the date of the application.
- The registration/license fee does not constitute official licensing until compliance with all the provisions of the Property verified through inspection by authorized personnel.
- We the undersigned, hereby certify and understand that the above statements and information are correct and true and that any made herein may result in the imposition of penalties and/or administrative proceedings.
- We authorize our agent to act on our behalf as our registered agent. However, we understand that as the foreclosing (bank/servicing company) of this property, we will be responsible for the actions and/or inactions of the agent listed above.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VOLUNTARY CONSENT**

- I understand that the signing of this is wholly voluntary and that if I choose not to sign it, there will be no penalty or impact on my registration.
- The undersigned bank/servicing company hereby gives consent to the City of Aurora Property Standards and its agents and contractors to enter onto the undersigned's property located at for the purpose of conducting an inspection pursuant to the City Property Maintenance Ordinance.
- This consent is specifically limited to the following activities which may be performed by the Division of Property Standards, its agents or contractors. These actions include, among other activities, initial exterior inspections, property maintenance abatement cleanups and other abatement actions as well as subsequent exterior and interior inspections.
- The Division of Property Standards, its agents or contractors may enter onto the property during normal business hours and may enter onto the property after agreement from the undersigned.
- The undersigned shall not be liable for any injury, damage or loss on the property suffered by the Division of Property Standards, its agents, contractors or employees not caused by the negligence or intentional acts of the undersigned's agents or employees.
- I understand that this consent shall remain in effect until the expiration of the current licensing period and/or until such time as the inspector determines the violations have been cured or the undersigned send a written request to withdraw the consent to the Property Standards Division.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_