



## VACANT BUILDING MAINTENANCE PLAN

City of Evanston  
Property Standards/Building Rehabilitation Division  
Community Development Department

**DATE:**

**SUBJECT PROPERTY ADDRESS:**

**PROPERTY OWNER/MANAGER:**

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The Property Owner/Manager or his/her duly authorized representative shall perform the following duties until such time as the Subject Property is no longer vacant:

1. Allow the city contractor, a licensed pest control operator, to come onto the property to do work required to exterminate or to bait for rats, with the understanding that pesticides may be used in this process.
2. Securely board-up all exterior doors and windows from the building interior;
3. Perform a weekly check to ensure that the building remains secure;
4. Cut grass on the Subject Property weekly between May 1<sup>st</sup> and October 31<sup>st</sup>;
5. Remove any trash/litter/refuse from the Subject Property and the adjacent alleyway and parkway on a weekly basis;
6. Remove snow from the sidewalk adjacent to the Subject Property after any snowfall;
7. Arrange for the removal of any vehicles left/abandoned on the Subject Property.
8. Provide the City's Property Standards/Housing Rehabilitation Division with the name, address, and telephone number of any purchaser of the Subject Property.
9. Post a sign at the front of the property with current contact information including Name, address and telephone number of responsible party who is available 24 hours per day for emergency contact.
10. Pay the registration fee and renew this or a substantially similar Plan with the Property Standards/Housing Rehabilitation Division in accord with Section 4-20-6(A)2 of the Evanston City Code, as amended, for as long as the undersigned owns the Subject Property.
11. Post a "No Trespassing" sign at each entrance. Be sure sign at front of property is clearly visible from the street.
12. Allow for City employees, Property Standards, Building, Police, Fire, to enter vacant property to ensure the safety and security of the property.

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Property Owner/Manager