



## VACANT BUILDING MAINTENANCE PLAN

**SUBJECT PROPERTY ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER/MANAGER:** \_\_\_\_\_

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. Pay the registration fee and renew this or a substantially similar Plan with the Property Standards/Housing Rehabilitation Division in accord with Section 4-16-6(A)2 of the Evanston City Code, as amended, for as long as the undersigned owns the Subject Property.
2. If the registration and renewal fees are not paid annually, the owner agrees to accept posting of the vacant property as notification.
3. Obtain and maintain liability insurance as long as the property remains vacant. Proof of insurance must be submitted annually with the registration.
4. Affix no smaller than a 2X2 sign to the building, visible from the street, indicating the name, address and phone number of the owner.
5. Securely board-up all exterior doors and windows from the building interior;
6. Perform a weekly check to ensure that the building remains secure;
7. Cut grass on the Subject Property weekly between May 1<sup>st</sup> and October 31<sup>st</sup>;
8. Remove any trash/litter/refuse from the Subject Property and the adjacent alleyway and parkway on a weekly basis;
9. Remove snow from the sidewalk adjacent to the Subject Property within twenty-four (24) hours of any snowfall;
10. Arrange for the removal of any vehicles left/abandoned on the Subject Property.
11. Provide the City's Property Standards/Housing Rehabilitation Division with the name, address, and telephone number of any purchaser of the Subject Property.
12. Submit, with this plan, a date of commencement for the correction of any outstanding violations to the subject property and a date of completion. If the subject property is proposed to be demolished, the owner shall submit, with this plan, a time schedule for such demolition.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date