

ABANDONMENT PROGRAM
INTAKE FORM

Legal Standard for Abandonment (65 ILCS 5/11-31-1(d))

Land Bank can partner with its municipal members to seek judicial deeds to properties with the following characteristics:

- (1) Either the property has been tax delinquent for 2 or more years **or** bills for water service for the property have been outstanding for 2 or more years;
- (2) The property is unoccupied by persons legally in possession; **and**
- (3) The property's condition impairs public health, safety, or welfare.

Identifying Abandonment Properties: Step by Step

Step 1: Identify properties with unoccupied residential, commercial, or industrial structures or abandoned unimproved lots.

Step 2: Search for delinquent property taxes:

Adams County: <https://adamsil.devnetwedge.com/>

Morgan County: <https://morganil.devnetwedge.com/>

Step 3: Are there at least two (2) years of back taxes that are delinquent?

YES: See Step 4

NO: Review municipal water billing records for the property. Is there a balance that has been due for two (2) or more years?

If NO: Property is not eligible for abandonment.

If YES: Print evidence of unpaid water bills and see Step 4.

Step 4: If there are two (2) years of back taxes **or** delinquent water balances, send an inspector to identify property conditions that impair public health, safety, or welfare. The inspector should take **photos** and provide a **written list** of the conditions.

- Photographs:
 - All sides of the exterior of the property if a structure is present
 - An address if one is present
 - The interior of any building (if there is access) or views through windows, doors, etc.
- The written list of conditions can be a letter, memorandum, inspection report, or citations.

ABANDONED PROPERTY CHECKLIST:

Property Information:

Address: _____

PIN(s): _____

Type (circle one): Residential Commercial Industrial Land

Tax Years Delinquent: _____

Owner (if known): _____

Contact with Owner? Yes No

If yes, addresses/contact information for Owner:

Addresses/contact information in municipal files (water bills, citations, appearances at administrative hearings, building permits, business licenses/applications etc.)?

Evidence of Two Years Delinquent Taxes (*attach ONE of the following showing two or more years delinquent taxes*):

Tax bills

Estimates of redemption

County websites

(*Alternative to Taxes*) Evidence of Delinquent Water Balance for Two or More Years

Evidence of Dangerous or Unsafe Building Conditions (*attach ALL of the following*):

Exterior photographs of each side of the property if a structure is present

A photograph of the address if one is displayed

Interior photographs (if access is available) or photographs of the views through any windows/doors if a structure is present

A written list of conditions that are dangerous or unsafe (inspection report, letter, memorandum, code citations)

Any code enforcement file (prior citations, prior reports/inspections, etc.)

Signed and notarized Affidavit of Municipal Building Official

Building Inspector Contact (*individual that inspected the property and that will testify in court*):

Name: _____

Email: _____

Phone: _____

Village/City Contact:

Name: _____

Email: _____

Phone: _____

Prepared by: _____ Date: _____

Scanned to _____ and _____