



Dear Property Owner:

Pursuant to chapter 13-10 of the Municipal Code of Chicago, any building containing four (4) or more family units or ten (10) or more sleeping accommodations must register with the Building Department each year. Please complete this form, enclose a check or money order for \$10.00 made payable to the City of Chicago, Department of Revenue and mail to: 120 N. Racine Ave., Chicago, IL 60607. **DO NOT MAIL CASH.**

Please fill out the Building address, including address range (e.g. 121-31 N. LaSalle, not just 121 N. LaSalle) number of family units or sleeping accommodations, and Property Index Number (this is the Permanent Real Estate Index Number printed on the real estate tax bill).

1. Correct Address of Building

2. Permanent Real Estate Index Number:

3. Number of Family Units Within Building:

Also, list the names, addresses, and phone numbers of all other owners, agents, or mortgage holders of the building. The ordinance requires that if the property is held in a land trust, the beneficiary of the trust must be disclosed.

4. Sellers:

5. Address

6. State:                  Zip Code                  Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. New Managing agent if any:

8. Address

9. State:                  Zip Code                  Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
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10. Buyer(s): (If additional owners, go to #22)

11. Address

12. State:                  Zip Code                  Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Years being paid:
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13. Trust Beneficiary:

14. Address:

15. State      Zip Code      Phone

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16. Office or Responsible Partner:

17. Address:

18. State      Zip Code      Phone

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19. Mortgage Holder

20. Address:

21. State      Zip Code      Phone

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22. Additional Owners(s) (For more owners, attach separate sheet)

23. Address:

24. State      Zip Code      Phone

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Signature to verify that the information on this form is correct:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Years being paid:
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