

VACANT PROPERTY EXEMPTION

Date: _____

Owner name: _____

Owner street address: _____

Owner mailing address: _____

Phone number: _____ Email address: _____

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Vacant property street address: \_\_\_\_\_

Vacant property parcel ID and legal description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for exemption (ex. for sale, in probate, used for storage) **AND** expected date of completion or occupation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Properties exempt due to being used for storage are still required to be kept in good condition and the yard kept neat.
- Properties exempt due to being for sale need to be actively for sale, with a sign in the yard and a listed price of no more than 125% of the assessed value.
- Properties exempt due to renovation or demolition need to be in the active processes of such. If no work is completed within a six-month timeframe, the exemption will be removed, and the property will be registered.
- Properties exempt due to estate or divorce probate need to provide a legal letter to the Village stating such and notice of when legal proceedings are concluded.
- **All exemptions will be revisited every six months and are subject to revocation at the discretion of the administrator.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

\_\_\_\_\_  
*Village Clerk/Treasurer*

\_\_\_\_\_  
*Date Received & Approved/Rejected*

Reason approved or rejected: \_\_\_\_\_