



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

PROCEDURES FOR CIRCUIT COURT FORFEITURES

STEP 1: THE APPLICANT* IDENTIFIES CANDIDATE PROPERTIES FROM EITHER THE DEMOLITION LIST, OR FROM THE DEMOLITION/ VACANT BUILDING COURT CALL(S), AND COMPLETES THE FORFEITURE APPLICATION.

STEP 2: THE APPLICANT IDENTIFIES THE DELINQUENT PROPERTY TAXES, ESTIMATES THE COST OF A FULL REHAB, AND DEFINES A SCHEDULE OF COMPLIANCE (discussed in more detail below in step 4). IF THE APPLICANT DETERMINES THAT IT IS FEASIBLE TO PAY THE DELINQUENT TAXES AND COMPLETE THE REHAB, THEY SEND THEIR COMPLETED APPLICATION TO THE DEPARTMENT OF BUILDINGS (DOB).

STEP 3: DOB CONSULTS WITH THE LAW DEPARTMENT (LAW) TO DETERMINE IF A PROPERTY QUALIFIES FOR FORFEITURE. QUALIFICATIONS INCLUDE, BUT ARE NOT LIMITED TO: WHETHER THE OWNER AGREES/ OR THE OWNER IS DECEASED AND THERE ARE NO INTERESTED HEIRS OR LEGATEES; and THERE ARE NO LIENS OR MORTGAGES (city liens can be addressed by DPD).

STEP 4: IF THE PROPERTY QUALIFIES, THE APPLICANT CONFIRMS THE INFORMATION CONTAINED IN THE PREVIOUSLY SUBMITTED SCHEDULE OF COMPLIANCE, INCLUDING THE DATES FOR: WHEN THE PLANS AND PERMITS WILL BE OBTAINED, WHEN THE CONSTRUCTION WILL START, AND WHEN THE PROPERTY WILL BE CODE COMPLIANT. A SEPARATE APPLICATION, SCHEDULE OF COMPLIANCE AND PROOF OF FINANCING IS REQUIRED FOR EACH PROPERTY.

STEP 5: IF THE PROPERTY HAS AN ACTIVE DEMOLITION ORDER, THE CITY WILL MOTION THE CASE UP AND REQUEST TO VACATE THE DEMOLITION ORDER AND FORFEIT THE PROPERTY. IF THE PROPERTY IS PENDING ON THE DEMOLITION OR VACANT BUILDING CALL, THE CASE WILL BE SET FOR TRIAL AND FORFEITURE.

STEP 6: IF THE COURT DECLARES THE PROPERTY A PUBLIC NUISANCE AND AGREES TO FORFEIT THE PROPERTY, THE CASE WILL BE CONTINUED FOR THE APPLICANT TO PAY THE DELINQUENT TAXES AND OBTAIN THE WATER CERTIFICATION.

STEP 7: ON THE NEXT COURT DATE THE JUDICIAL DEED WILL BE EXECUTED ALONG WITH A CONSENT DECREE OUTLINING THE SCHEDULE OF COMPLIANCE ALONG WITH PROVISIONS FOR DEFAULT FINES (if the recipient fails to rehab the property) AND FOR THE COST OF DEMOLITION (if the Court determines that the property is demo worthy).

STEP 8: ONCE THE BUILDING IS IN COMPLIANCE WITH THE BUILDING CODE, THE CONSENT DECREE WILL BE VACATED.

*APPLICANTS ARE LIMITED TO RECEIVING FIVE PROPERTIES SIMULTANEOUSLY. TO APPLY FOR ADDITIONAL PROPERTIES, THE APPLICANT WILL BE REQUIRED TO SHOW SIGNIFICANT PROGRESS ON PREVIOUSLY FORFEITED PROPERTIES.