



COMMUNITY DEVELOPMENT DEPARTMENT

Building Service Division

4900 Village Commons, Matteson, IL 60443

708-481-8313 | Fax :708-748-2326

January 23, 2024

To: LANDLORDS, PROPERTY MANAGERS & HOMEOWNERS

RE: CitizenServe Online Software_Rental/Vacancies/Foreclosure

Registrations

As of Monday, March 4, 2024, the Village of Matteson Community Development Department will be utilizing a new online software service called CitizenServe for all Rental Registration, Foreclosure and Vacant Properties, which will now be completed utilizing this new software. This will now supersede the previous ProChamps Software. Go to www.citizenserve.com/matteson to register.

Through this system, the applicant will be able to submit, upload documents and make online payments, as well as scheduling the Existing Structural inspections (ESI). We are excited to make this much needed transition and look forward to serving the public more efficiently.

If you have any questions, please let us know.

Regards,

Ernest R. Roberts III

**Ernest R. Roberts III, P.E., PMP
Director of Community Development**

Village of Matteson – Building Services