

**Village of Glendale Heights
Rental Property
Licensing Renewal Notice**

*******ATTENTION*******



Significant changes have occurred to the
Rental Licensing Ordinances for 2017.

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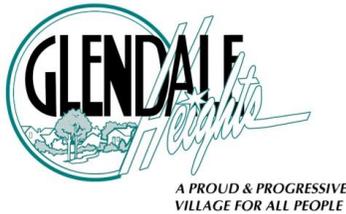
Carefully read all materials and ensure all required
information is submitted.

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**Failure to submit all required information will
result in return of your application.**

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Avoid additional fees and penalties.
**Late fees apply to late and incomplete
applications received after February 1, 2017.**



Multi-Family License Renewal 2017

The Village of Glendale Heights is committed to protecting, preserving and promoting public health, safety and welfare in our community as a whole. As part of this commitment, the Village requires that each owner of multi-family rental property obtain an annual license, pass inspections and maintain compliance with Village ordinances. Your 2017 multi-family license renewal forms are enclosed. Specific submittal requirements are listed below:

- Completed rental license application
- Signed Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding and Compliance (**MUST BE NOTARIZED**) – The Village of Glendale Heights has a crime prevention partnership program that provides owners information on how to select and retain quality tenants, how to deter crime and provides other valuable information. It also holds owners accountable to their tenant's nuisance behavior. The Crime Prevention Partnership Manual is available online at www.glendaleheights.org or you may pick up a copy at the Community Development Department office. All owners are required to acknowledge that they are familiar with and understand the program.
- License fee – The non-refundable, annual license fee is \$100.00 per building plus \$50.00 per unit.
- Schedule the inspection – You must schedule your inspections when you submit the license application in person or by calling 630-260-6030. Owners are responsible for coordinating inspections with their tenants. The inspection will include the exterior of each building, all common interior elements and the interior of 10% of the rental units in each building on a rotating basis.

The deadline to submit the completed application, fee, the Rental Property Crime Prevention Partnership Manual Acknowledgement and schedule the inspection is February 1, 2017. Failure to comply with the deadline will result in the addition of a 20% penalty to the license fee on the first day of each subsequent month, until such time as the completed application and associated documents are submitted. You may also be issued a citation in violation of the Village Code.

Re-Inspection Fees: A \$75 fee will be assigned to all properties that cancel the inspection the day of; no one is present for the inspection; or the inspection cannot be performed due to property conditions.

The lease addendum included in this packet does not need to be included with the application and returned by the February 1st deadline. It does need to be retained by the landlord/manager and incorporated into the lease signed by the tenant by January 1st, 2018. The lease must be presented to code enforcement or law enforcement officers upon request.

The Village looks forward to working with you to ensure that the Village of Glendale Heights continues to be a safe, well-maintained community. If you have any questions, please call the Community Development Department at 630-260-6030. Please make sure to retain copies of paperwork submitted for your files.



MULTI-FAMILY RENTAL PROPERTY LICENSE/RENEWAL APPLICATION – 2017

THIS FORM MUST BE FILLED OUT IN ENTIRETY OR WILL BE RETURNED

Rental Property Address: _____, Glendale Heights, IL 60139

Permanent Parcel Number (PIN): _____

OWNERSHIP INFORMATION

Owner Name: _____

Owner Street Address: _____

Owner City, State, Zip: _____

Owner Home/Cell Phone: _____ Owner 24 Hour Phone: _____

Owner Email: _____

*** Please attach Additional Ownership Information on a separate sheet.**

EMERGENCY CONTACT/ MANAGEMENT/AGENT INFORMATION

CIRCLE All That Apply- This is::

Contact Name: _____

Emergency Contact

Contact Street Address: _____

Property Manager

Contact City, State, Zip: _____

Authorized Agent

Contact 24 Hour Phone: _____

Contact Email: _____

Does the Managing Agent have authority to rent, manage and make expenditures? Yes No (circle one)

HOMEOWNERS ASSOCIATION (IF APPLICABLE)

Name: _____

Street Address: _____

City, State, Zip: _____

Home/Cell Phone: _____ Owner 24 Hour Phone: _____

Email: _____

If this property is owned by a corporation, documentation be provided on who may sign.

All of the information provided above is true and accurate to the best of my knowledge:

X _____
Property Owner Signature or Authorized Agent

Date

OFFICIAL USE:
LICENSE # 17 - _____ AMOUNT PAID: \$ _____

ANNUAL FEE: Multi Family Building \$100, plus each unit \$50.

*NOTE: Property Owner is responsible for scheduling inspection of rental unit and compliance for annual license by February 1, 2017.

Reference Code Title 10, Chapter 14, Article A



Village of Glendale Heights • Community Development Department
 300 Civic Center Plaza • Glendale Heights • IL • 60139
 Direct (630) 260-6030 • Fax (630) 260-1317

MULTI-FAMILY SUPPLEMENTAL INFORMATION – 2017

THIS FORM MUST BE FILLED OUT IN ENTIRETY OR WILL BE RETURNED – PER UNIT

*Please make copies for additional units

PROPERTY ADDRESS:	
PERMANENT PARCEL NUMBER (PIN)	

PROPERTY INFORMATION

UNIT NUMBER: _____ Total Square Footage: _____ sq. ft.

Room Sizes: (if you do not have exact sizes, check off rooms that apply)

Bedroom 1: _____ X _____	Bedroom 4: _____ X _____	Kitchen: _____ X _____
Bedroom 2: _____ X _____	Living Room: _____ X _____	Dining Room: _____ X _____
Bedroom 3: _____ X _____	Family Room: _____ X _____	Other: _____ X _____

TENANT INFORMATION – List all adults over the age of 18. Attach sheet with additional tenant(s).

Tenant Name: _____ Phone: (_____) _____

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Number (#) of Minors residing at property, under the age of 18: _____

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MUST BE NOTARIZED!
DO NOT SIGN UNTIL WITH THE NOTARY

**Village of Glendale Heights
Rental Property Crime Prevention Partnership
Manual Acknowledgement of Understanding and Compliance**

I, _____, in accordance with the requirements of the Glendale Heights Village Code, Chapter 14 entitled Licensing and Inspection of Properties, of Title 10 entitled Building Regulations, acknowledge that I have reviewed the Crime Prevention Manual and acknowledge understanding and compliance of the requirements, administered by the Village of Glendale Heights Community Development Director, prior to the issuance of a Rental License.

(Print Name)

(Owner Signature)

Owner: List all relevant rental property addresses:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

*Attach list of any additional properties if needed.

TO BE COMPLETED BY NOTARY:

Subscribed and Sworn before me on

this _____, day of _____, 20 _____

Notary

Village of Glendale Heights Official Use:

Single-Family Rental 10-14A Multi-Family Rental 10-14B

Date Received: _____ / _____ / _____

Received by: _____
(Print)