



**Multi-Family Rental License Renewal 2018**

**Amount Due: \$**

**Property:**

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 2018 multi-family license renewal forms are enclosed. Specific submittal requirements are listed below:

**The following items must be submitted to be considered a complete application in order to obtain a license:**

- Completed Rental License Application** - The license application must be **completely** filled out. Incomplete applications will be returned. Returned incomplete applications are subject to late fees.
- License Fee** – The non-refundable, annual license fee is \$100.00 per building plus \$50.00 per unit.
- Schedule an Inspection** – You must schedule an inspection of the property when you submit the license application. If application is mailed in, please call 630-260-6030 to schedule your annual inspection. Allow 5 days for processing. Owners are responsible for coordinating the inspections with their tenants.
- Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding and Compliance** - The Village of Glendale Heights has a crime prevention partnership program that provides owners valuable information. Signed confirmation of review and understanding of the program manual is required. If you have not submitted your signed Acknowledgment of Understanding and Compliance Form in 2017, you must complete the form and submit it with your 2018 license submission. Failing to submit a signed form will result in an incomplete application. The Crime Prevention Partnership Manual and the Acknowledgment Form are available online at [www.glendaleheights.org](http://www.glendaleheights.org) or at the Village Hall.

**The deadline to submit the completed application, fee, the Rental Property Crime Prevention Partnership Manual**

**Acknowledgement and schedule the inspection is February 1, 2018.** 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 day of the inspection; no one is present for the inspection; or the inspection cannot be performed due to property conditions. Re-inspections may not be rescheduled until fee is paid.

The lease addendum (available online or at the Village) needs to be retained by the landlord/manager and incorporated into the lease signed by the tenant by January 1<sup>st</sup>, 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.

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**MULTI-FAMILY RENTAL PROPERTY LICENSE RENEWAL APPLICATION - 2018**

**THIS FORM MUST BE FILLED OUT 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 / LLC paperwork on a separate sheet.**

**EMERGENCY CONTACT / MANAGEMENT / AGENT INFORMATION**

**CIRCLE ALL THAT APPLY:**

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

**HOMEOWNERS ASSOCIATION (IF APPLICABLE)**

**CIRCLE ALL THAT APPLY:**

Contact Name: \_\_\_\_\_ Emergency Contact

Contact Street Address: \_\_\_\_\_ Property Manager

Contact City, State, Zip: \_\_\_\_\_ Authorized Agent

Home/Cell Phone: \_\_\_\_\_ Owner 24 Hour Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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

If this property is owned by a corporation, documentation must be provided regarding authorization to sign.

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

X \_\_\_\_\_ 18-\_\_\_\_\_  
Property Owner Signature or Authorized Managing Agent Date RENTAL LICENCE #

OFFICIAL USE:

AMOUNT DUE: \$ \_\_\_\_\_ PAST DUE \$ \_\_\_\_\_ LATE FEE \$ \_\_\_\_\_ TOTAL PAID \$ \_\_\_\_\_



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

\*Please make copies for additional units

Rental Property Address:

Glendale Heights, IL 60139

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)

<input type="checkbox"/>	Bedroom 1: _____ x _____	<input type="checkbox"/>	Bedroom 4: _____ x _____	<input type="checkbox"/>	Kitchen: _____ x _____
<input type="checkbox"/>	Bedroom 2: _____ x _____	<input type="checkbox"/>	Living Room: _____ x _____	<input type="checkbox"/>	Dining Room: _____ x _____
<input type="checkbox"/>	Bedroom 3: _____ x _____	<input type="checkbox"/>	Family Room: _____ x _____	<input type="checkbox"/>	Other: _____ x _____

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

Tenant Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

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

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