

**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.

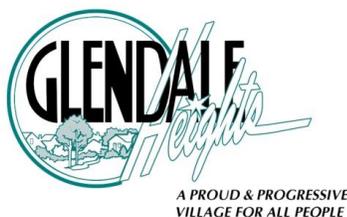
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**Failure to submit all required information will  
result in return of your application.**

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Avoid additional fees and penalties.

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



## Rental License Renewal Notice for 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 rental property obtain an annual license. Your 2017 Rental License Renewal Forms are attached.

**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.
- 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 valuable information. The Crime Prevention Partnership Manual is available online at [www.glendaleheights.org](http://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 for single family homes, duplexes and townhomes is \$300; condominiums are \$200. If the property is a condominium, a legal description must be attached.
- 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.

**The deadline to obtain the rental license is February 1, 2017**, including submitting all required documentation, paying the fee and scheduling the inspection. Failure to obtain a license by February 1, 2017 may result in issuance of a citation.

**Late Fees:** All applications received February 2, 2017 or later will incur a late fee of \$25 per month until the completed application is received. Returned incomplete applications are subject to late fees.

The Village will conduct the rental inspection at the scheduled date and time and provide a list of any violations which must be addressed in a timely manner. If violations are not addressed, BOTH Owners and Managers are subject to citations and fines.

**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 Village looks forward to working with property owners and managers to ensure that the Village of Glendale Heights continues to be a safe, well-maintained community. However, if you do not submit the required application, pay the fee and participate in the Crime Prevention Partnership Program by the deadlines noted above you may be cited and found in violations of the Village Code.

The lease addendum included in this packet does not need to be included with the application and returned by the February 1<sup>st</sup> deadline. It does need 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.

If you have any questions, please call the Community Development Department at 630-260-6030.



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

**RESIDENTIAL 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 the Authority to rent, manage and make expenditures? Yes No (circle one)

**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: \_\_\_\_\_

**PROPERTY INFORMATION**

Number of Rental Dwelling Units: \_\_\_\_\_ 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 _____

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 \_\_\_\_\_ Date \_\_\_\_\_  
 Property Owner Signature or Authorized Managing Agent

ANNUAL FEE: Single Family Homes, Townhomes and Duplexes are \$300. Condominiums are \$200. Legal description required.

\*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

<b>OFFICIAL USE:</b> LICENSE # 17 - _____ AMOUNT PAID: \$ _____
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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)