



## Rental License Renewal Notice for 2018

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 2018 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. Returned incomplete applications are subject to late fees.

**License Fee**

The non-refundable, annual license fee for single family homes, duplexes and townhomes is \$300; condominiums are \$200.

**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 Form**

The Village of Glendale Heights has a crime prevention partnership program that provides owners valuable information. Signed confirmation of your review and understanding of the 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 obtain the rental license is February 1, 2018**, including submitting all required documentation, paying all current and past due fees and scheduling the inspection. Failure to obtain a license by February 1, 2018 may result in issuance of a citation.

**Late Fees:** All applications received February 2, 2018 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 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. The lease must be presented to code enforcement or law enforcement officers upon request.

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.

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



**RESIDENTIAL RENTAL PROPERTY LICENSE RENEWAL APPLICATION - 2018**

**THIS FORM MUST BE FILLED OUT ENTIRELY 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)

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

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

**PROPERTY INFORMATION**

<input type="checkbox"/>	Bedroom 1: _____ x _____	Is there a basement? <input type="checkbox"/> Partial <input type="checkbox"/> Un-finished <input type="checkbox"/> Finished	Homeowners Association:	
<input type="checkbox"/>	Bedroom 2: _____ x _____		Contact:	
<input type="checkbox"/>	Bedroom 3: _____ x _____		Address:	
<input type="checkbox"/>	Bedroom 4: _____ x _____		Phone:	

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 LICENSE #

ANNUAL FEE: Single Family Homes, Townhomes and Duplexes are \$300. Condominiums are \$200.  
 \*NOTE: Property Owner is responsible for scheduling inspection of rental unit and compliance for annual license by February 1, 2018.  
 Reference Code Title 10, Chapter 14, Article A

OFFICE USE:					
CURRENT FEE:	\$ _____	RE-INSP FEE:	\$ _____	PAST DUE FEE:	\$ _____
		LATE FEE:	\$ _____	TOTAL DUE:	\$ _____