



Rental License Application

ONLINE SUBMISSION REQUIRED

Single Family Notice

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. To assist in easing the process the Village implemented online licensing.

Your Rental License application must be completed using the Village's new Cloudpermit licensing software. A link to Cloudpermit can be found on the Community Development Rental License webpage at the Village website: <https://www.glendaleheights.org>. See the additional Renewal Notice mailing and webpage information to assist you in creating an account, making submissions and paying via Cloudpermit. A Renewal Notices will no longer be via mail, but sent in an email each year.

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

· **Completed Rental License Application in Cloudpermit.**

[Cloudpermit - Log In](#)

All mandatory form fields must be completed. Step 1-You will submit an application online, Step 2-your application will be reviewed for approval, Step 3- a Cloudpermit invoice will be emailed with fees, and Step 4– upon payment a license will be issued via Cloudpermit. Incomplete/inaccurate submittals will require correction before payment can be made and license issued.

· **License Fee** The non-refundable, annual license fee for single family homes, duplexes and townhomes is \$300; condominiums are \$200. The only online payment method for Licensing is through Cloudpermit. Do not make online payments for licensing using other Village online systems such as Lock Box or the PO Box for Lock Box payments. Errors in the payment process could result in penalties.

· **Schedule an Inspection** Call 630-260-6030 to schedule your annual inspection. Owners are responsible for coordinating the inspections with their tenants.

· **Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding and Compliance Form** Online license applications will require verification of the acknowledgment and understanding of the program at signature for submission. If you need to view or additional copies of the Village of Glendale Heights Crime Prevention Partnership Manual, it is available online at www.glendaleheights.org.

Lease Required The lease addendum must be incorporated into the lease and signed by the tenants. The lease must be retained by ownership and presented to code enforcement or law enforcement officers upon request. Printable addendums are available online through the Village website at <https://www.glendaleheights.org/comdev/rentalprogram.asp> or at the Village.

The deadline to obtain the rental license is February 1st each year, including completing online application submission, and paying all current and past due fees. Failure to obtain a license by February 1st and scheduling the inspection as required may result in issuance of a citation.

Late Fees: All licensing / renewal payments to complete Cloudpermit licensing received February 2nd or later will incur a late fee of \$25 per month until the completed application and fee is received. Returned or incomplete renewal notices/invoices are subject to monthly late fees.

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 the fee is paid.

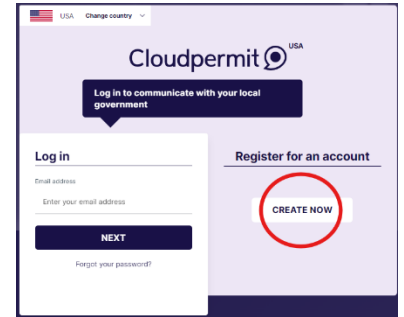
The Village looks forward to working with property owners and managers to ensure that the Village of Glendale Heights continues to be a safe, well-maintained community. However, if you do not submit the required application, pay the fee and participate in the Crime Prevention Partnership Program by the deadlines noted above you may be cited and found in violation of the Village Code. A Cloudpermit account is required for renewals and new properties to be licensed. If you have any questions, please call the Community Development Department at 630-260-6030.

A rental license is required for any property that is not owner occupied, regardless of compensation or relationship, including family. If you believe that this property is not a rental property, please submit a copy of the deed if the property was sold OR a copy of your Driver's License and other information to show it is owner occupied.

Additional Rental License Information Submittal Requirements

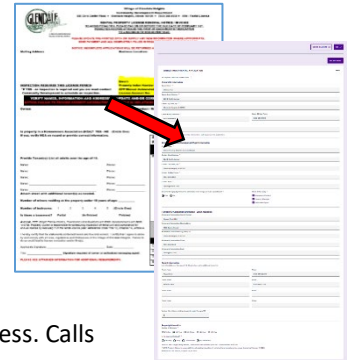
Renewal requires using the Community Development's online licensing system. Cloudpermit (us.cloudpermit.com)

[Cloudpermit - Log In](#)



Submissions:

- Applicants will need to establish an account in Cloudpermit requiring a valid email address.
- Once an account is created, the application and renewal for each property will be completed through account access.
- The Cloudpermit mandatory fields must be completed with accurate information.
- Applications will be submitted for review before payment can be made via Cloudpermit.
- A Cloudpermit notification will be sent to the account email with invoice for payment.
 - **The applications should not be mailed as all information to be entered by the applicant in Cloudpermit.**
- Mailing or dropping the renewal application back at Community Development will slow the renewal process as payment cannot be done until the Cloudpermit record is created.
 - Information to assist in completing the submission process is available on the Community Development Department Village webpage and in Cloudpermit.
 - Community Development staff will be available to answer questions about the process. Calls can be directed to the general office number 630-260-6030 or emailed to rentallic@glendaleheights.org, but registering and submitting renewals will need to be in Cloudpermit.



Payment Options:

- Cloudpermit is set up to allow customers and staff to communicate without having to make trips to the counter to submit, return to pay and wait for the license to be processed; as it is delivered via Cloudpermit.
- Completing Cloudpermit online payment will automatically email the Rental License form to the account applicant.
- Online credit card payment at Cloudpermit.
 - When your application has completed a successful review, you will be sent an invoice via Cloudpermit.
 - A link will take you to the account to work with your property.
 - In the "Fees & Payment" section of the individual property record is the "Pay Online" link which will take you to the "Converge" secure payment system.
 - As with the prior payment system there is a 3% convenience fee per transaction.
 - Late submittals/payments will result in penalties.

Quantity	Unit	Unit price	Item total
1.0	200		\$200.00
			\$388.00
			\$588.00

VISA , MasterCard , Discover , American Express , or Debit  accepted.

- Cloudpermit registration is required. If payment is sent or dropped at the Village:
 - Check, made payable to the "Village of Glendale Heights".
 - Cash, in person at the Community Development counter. (Please do not mail cash.)
 - Credit card, in person at the Community Development counter. (No American Express.)
- Do not make online payments for licensing using other Village online systems such as Lock Box or the PO Box for Lock Box payments. Errors in the payment process could result in penalties.

Inspection scheduling:

Please call 630-260-6030 to schedule your rental inspection. Failing to schedule inspections will result in fines.

REMINDER – Ensure all email address information in Cloudpermit is accurate and allows email notification.

**Village of Glendale Heights
Rental Property
Crime Prevention Partnership**

*******NOTICE*******

**The Lease Addendum is required
to fulfill Ordinance requirements.**

Those changes included:

- Lease agreements shall include the Addendum.
- Language in the lease is required by the Nuisance Ordinance (5-2-1 et seq.)
- Disclosure of the maximum occupancy of the property on the Addendum required.
- A tenant acknowledgment statement with individual tenant signature required.
- A landlord/legal representative acknowledgment statement with signature required.
- The signed Lease Addendum must be retained by the landlord/legal representative.
- A signed Lease Addendum must be provided to law enforcement and code enforcement officials upon demand.

**Remember: Failing to provide the record of the signed Addendum
as required is a violation of the Village Code.
(5-2-4,B.1.)**

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



Village of Glendale Heights Rental Property Crime Prevention Partnership Lease Addendum

Address: _____, Glendale Heights, IL. 60139

The Village of Glendale Heights has enacted the following in its Code of Ordinances: You are hereby given notice that the Village of Glendale Heights established a Crime Prevention Partnership Program, which includes the following requirements. A signed lease for the rental of the property which identifies all tenants eighteen (18) years of age or older. Written notice of any guests who will be temporarily residing at the rental property more than seven (7) consecutive days shall be provided to the landlord. Each tenant shall be informed in writing of the maximum occupancy restrictions for the property. All adult tenants shall sign the Crime Prevention Partnership Lease Addendum. Upon request of a police or code enforcement official the owner or owner's agent shall provide a copy of the signed Crime Prevention Partnership Lease Addendum.

5-2-1 et seq., Nuisance Ordinance: This ordinance prohibits chronic nuisance activity on properties located within the corporate limits of the Village of Glendale Heights. The tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant or his or her household:

- Shall not engage in any criminal activity or violation of municipal codes or ordinances or any other violations of local, state or federal law on or near the rental unit, common areas or appurtenances;
- Shall not engage in any act intended to facilitate any violation of local municipal ordinances or codes or any other violations as defined by local state or federal law and/or obstruction or resistance of law enforcement efforts against criminal activity on or near the rental unit, common areas or appurtenances;
- Shall not permit on or near the rental unit, common areas or appurtenances to be used for or to facilitate any violations of local municipal ordinances or codes or any other violation of local, state or federal law;
- Is informed that should the tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant, or his/her household, violate any provisions stated herein on or near the rental unit, common areas or appurtenance, such a violation shall constitute a material noncompliance with the lease and shall further constitute grounds for termination of tenancy and eviction.
- Is informed that the owner(s), manager(s) or other persons in charge of the property, tenant(s) in possession thereof may raise any affirmative defense delineated in Section 5-2-8 of the Nuisance Ordinance.
- Is informed that this Ordinance is not intended to deter those persons in need of Police, Fire or Paramedic services from calling for those services.

Tenants and all persons who reside in the leased premises, by assuming possession of the same, agree that the landlord or his agents may release to the Police Department any information concerning the identity of all occupants.

The maximum occupancy restriction for this property is _____ occupants.

The tenant(s) is(are) hereby notified that, upon proper notice, the Village of Glendale Heights may conduct reasonable inspections of the rental residential property, with the consent of the tenant, for purposes of determining compliance with the Village of Glendale Heights' requirements for Licensing and Inspection of Rental Residential Properties and other relevant provisions of the Village Code.

TENANT(S): Signature denotes the above information was provided by your landlord and you have read and understand the information regarding the Crime Prevention Partnership Program and Village Ordinance, and you are 18 years of age or older. *(Use additional copies of the addendum for additional tenant signatures.)*

Print Name Tenant 1: _____

Print Name Tenant 2: _____

Signature Tenant 1: _____

Signature Tenant 2: _____

Date: _____

Date: _____

Print Name Tenant 3: _____

Print Name Tenant 4: _____

Signature Tenant 3: _____

Signature Tenant 4: _____

Date: _____

Date: _____

LANDLORD: Signature denotes understanding of the above information and that the information has been provided to the tenant(s) in accordance with the Crime Prevention Partnership Program and Village Ordinance. *(Landlord signature required on each addendum/tenant signature page submitted.)*

Print Landlord Name: _____

Landlord Signature: _____

() Landlord or () Legal Representative

Date: _____