



Multi-Family License 2019

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 2019 multi-family license renewal forms are enclosed. Specific submittal requirements are listed below:

- **Completed rental license application.**
- **Property Information Sheets PER UNIT** – All tenant information must be complete on sheets provided OR the information requested may be provided in another format.
- **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. Your property is NOT IN COMPLIANCE with Village Ordinances until your inspections are complete. Failing to have inspections may result in citations and inspections of additional units.
- **Signed Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding and Compliance - This form is only required if not previously submitted (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. If you are unsure if this has been completed previously, please call Community Development and verify one is on file.

The deadline to submit the completed application, fee, the Rental Property Crime Prevention Partnership Manual Acknowledgement and schedule the inspection is February 1, 2019. 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. 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



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

OFFICE USE 19- _____ RENTAL LICENSE #
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MULTI-FAMILY RENTAL PROPERTY LICENSE/RENEWAL APPLICATION – 2019
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 Contact Name: _____ Contact Street Address: _____ Contact City, State, Zip: _____ Contact 24 Hour Phone: _____ Contact Email: _____ Does the Managing Agent have authority to rent, manage and make expenditures?	CIRCLE All That Apply- This is:: Emergency Contact Property Manager Authorized Agent Yes No (circle one)
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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

INVOICE - OFFICE USE				TAKEN IN BY:	
CURRENT FEE:	\$	RE-INSPECT FEE:	\$	PAST DUE FEE:	\$
				LATE FEE:	\$
				TOTAL DUE:	\$

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, 2019.
 Reference Code Title 10, Chapter 14, Article A



MULTI-FAMILY SUPPLEMENTAL INFORMATION – 2019

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

*Please make copies for additional units and complete OR include your own tenant listing by unit.

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: (____) _____

Tenant Name: _____ Phone: (____) _____

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

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: (____) _____

Tenant Name: _____ Phone: (____) _____

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

**LEAVE BLANK
FOR
DOUBLE SIDED
PRINTING**



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)

 (Date)

Owner: List all relevant rental property addresses:

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

*Attach list of any additional properties if needed.

Subscribed and Sworn before me on:
 this _____, day of _____, 20 _____

AFFIX NOTARY SEAL HERE:

 Notary Signature

OFFICE USE ONLY

<input type="checkbox"/> Single-Family Rental 10-14A-4	<input type="checkbox"/> Multi-Family Rental 10-14b-4
Date Received:	
Received by:	
Initials:	ID#:

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

*******2019 NOTICE*******

Significant changes to the required Lease Addendum occurred in 2017 and are enforced.

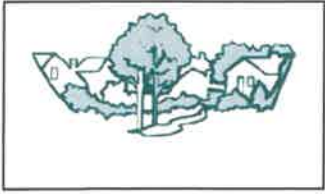
**The Lease Addendum is required
to fulfill Ordinance requirements.**

Those changes included:

- Lease agreements shall include the new Addendum as of January 1, 2018.
- 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 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: _____