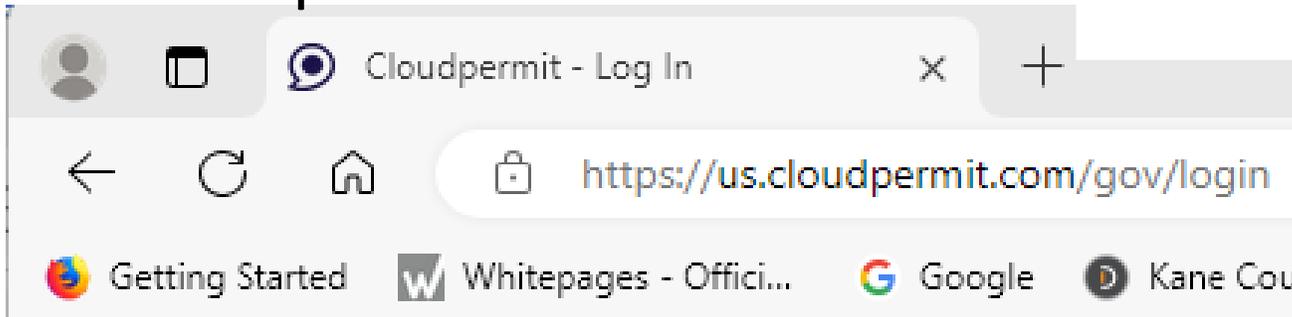


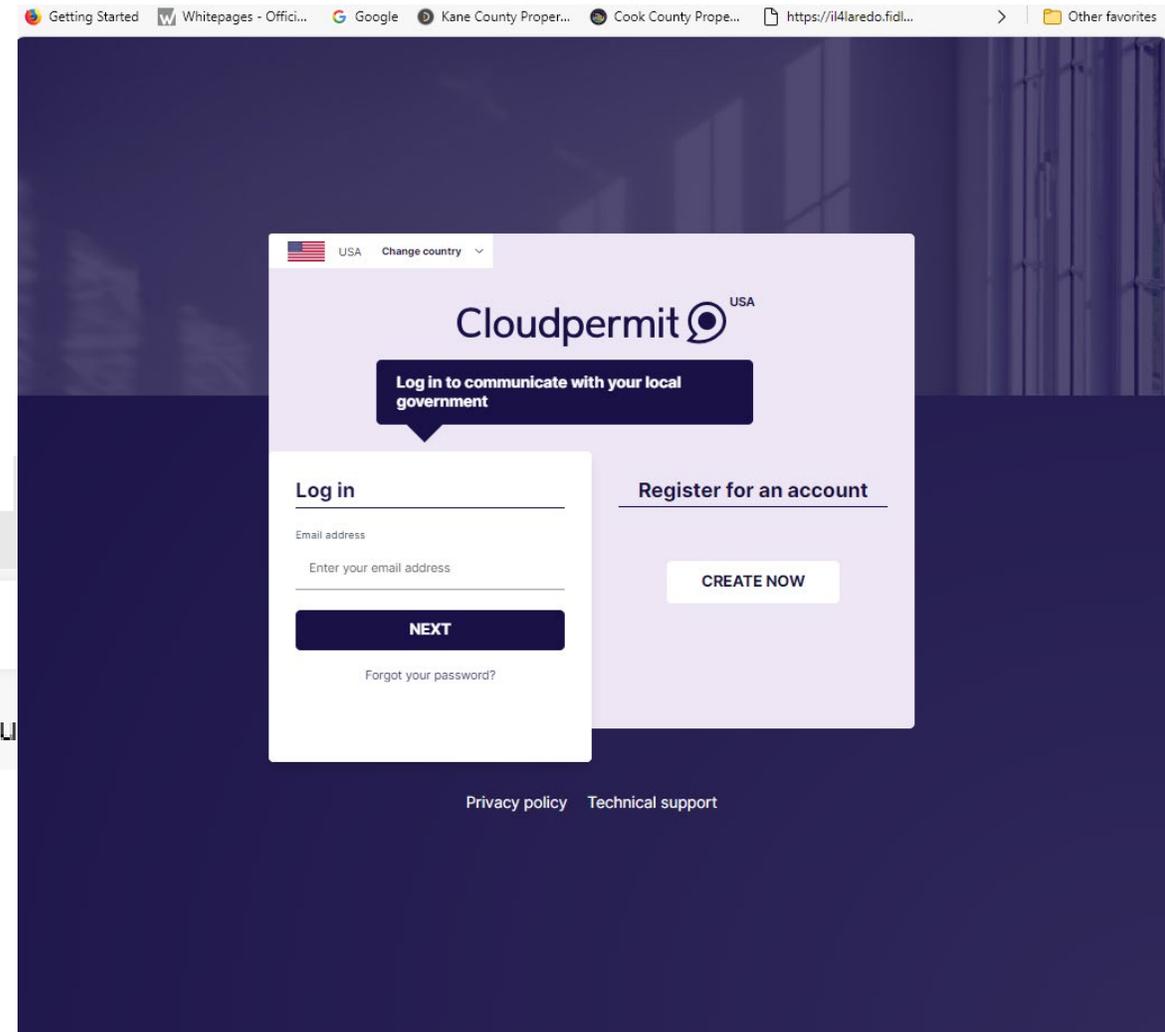
2025 Rental Renewal - Cloudpermit

Review Phase

Glendale Heights Community Development online Rental Licensing system submission Staff Review phase.



Staff signs in on a daily basis to manage the Cloudpermit modules, including the Licensing module.



My businesses

Tom's Print Shop

Inspections

MY TODAY 2

DISPATCHING 21

CANCELED 0

Code enforcement

OPEN COMPLAINTS 3

CREATE NEW CASE ->

Licensing

SEARCH LICENSES 13

Contractor registrations

SEARCH REGISTRATIONS 26

Once an account is established, upon signing in to Cloudpermit, staff and customers will open to the "My Dashboard" page.

Workspaces (168)

Modify selections to narrow down the Workspace results. Note: Archived Workspaces are filtered out from the results by default.

Search CLEAR SAVE SEARCH Saved filters

BUILDING PERMIT CONTRACTOR REGISTRATION LICENSING CODE ENFORCEMENT

Type and search... Assignee Status Category

Reviewer Permit expiry Department

Quick search EDIT

NEW APPLICATIONS IN REVIEW ASSIGNED TO ME EMPTY EMPTY

Results (168)

Map List

Recently submitted first

<p>1000 SPRUCE ST 1B Cherndale Heights IL, Illinois Rental - Condominium Unit - Single Family Rental (Licensing)</p> <p>Applicant: Dilmus Too Owner: Dilmus Too Updated a week ago by Dilmus Too</p> <p>SUBMITTED L-2024-18</p> <p>OPEN WORKSPACE</p>	<p>280 CIVIC CENTER PLAZA Cherndale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p> <p>Applicant: Dilmus Dog Owner: Jennifer Hopwood Assigned to: Tom Blake Updated 2 weeks ago</p> <p>ISSUED L-2024-17</p> <p>OPEN WORKSPACE</p>	<p>333 E FULLERTON AVE Cherndale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p> <p>Applicant: Dilmus Dog Owner: Jan Hopwood Assigned to: Tom Blake Updated 2 weeks ago</p> <p>ISSUED L-2024-16</p> <p>OPEN WORKSPACE</p>	<p>1586 LIBERTY DR 3N Cherndale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p> <p>Applicant: Dilmus Dog Owner: Dilmus Dog Assigned to: Tom Blake Updated a month ago</p> <p>ISSUED L-2024-15</p> <p>OPEN WORKSPACE</p>
---	---	---	---

<p>300 CIVIC CENTER PLAZA Cherndale Heights IL, Illinois Rental License - Single Family Rental (Licensing)</p> <p>Applicant: Mike Tolson</p>	<p>284 PADDOCK CIR Cherndale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p>	<p>385 PAYSON CIR Cherndale Heights IL, Illinois Rental License - Single Family Rental (Licensing)</p> <p>Applicant: Dilus Quana</p>	<p>302 E FULLERTON AVE Cherndale Heights IL, Illinois Rental License - Single Family Rental (Licensing)</p> <p>Applicant: Dilmus Dog</p>
--	--	--	--

Customer Dashboard

My dashboard

[GO TO WORKSPACE](#)

[CREATE A NEW APPLICATION +](#)

My businesses

Tom's Print Shop

My Dashboard is the base location for individual to apply for a new rental license for a property to be rented and/or to renew rental licensing for each of their existing properties registered under a customer's account.

As Cloudpermit continues to be implemented, customers with accounts will have access to other module features such as permitting.

Similarly, Community Development staff will work from their “Dashboard” for all aspect of Cloudpermit during the course of the day.

This presentation is specific to the Rental Licensing New and Renewal Application review process.

The screenshot displays the Cloudpermit dashboard interface. At the top, the header includes the Cloudpermit logo, a support icon, and user information for Tom Bialas. The main content area is divided into several sections:

- My dashboard:** Contains two buttons: "GO TO WORKSPACE" and "CREATE A NEW APPLICATION +".
- Code enforcement:** Features a card for "OPEN COMPLAINTS" with a count of 3 and a "CREATE NEW CASE →" button.
- Licensing:** Features a card for "SEARCH LICENSES" with a count of 13.
- Contractor registrations:** Features a card for "SEARCH REGISTRATIONS" with a count of 26.
- Workspaces (168):** Includes a search bar with "CLEAR" and "SAVE SEARCH" options, a "Saved filters" dropdown, and four filter buttons: "BUILDING PERMIT", "CONTRACTOR REGISTRATION", "LICENSING", and "CODE ENFORCEMENT" (which is highlighted with a red border and a checkmark icon).

While we require landlords and managers to use Cloudpermit, there will be difficulties encountered by customers. Staff will need to provide assistance and will be able to refer customers to the Community Development webpage where there are links to Cloudpermit and presentations created to help.

As with Contractor Licensing, staff will have to enter some rental license applications for customers who have no email. However, those customers will need to obtain an email account of their choosing as the license will be issued and maintained in Cloudpermit.

Workspaces (168)

Modify selections to narrow down the Workspace results. Note: Archived Workspaces are filtered out from the results by default.

Search CLEAR SAVE SEARCH Saved filters

BUILDING PERMIT CONTRACTOR REGISTRATION LICENSING CODE ENFORCEMENT

Type and search... Assignee Status

Reviewer Permit expiry 1 x Department

Quick search EDIT

NEW APPLICATIONS 6 IN REVIEW 5 ASSIGNED TO ME 26 EMPTY

Results (23)

<p>1000 SPRUCE ST 1B Glendale Heights IL, Illinois Rental - Condominium Unit - Single Family Rental (Licensing)</p> <p>Applicant: Ditimus Too Owner: Ditimus Too Updated a week ago by Ditimus Too</p> <p>SUBMITTED L-2024-18</p> <p>OPEN WORKSPACE</p>	<p>260 CIVIC CENTER PLAZA Glendale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p> <p>Applicant: Ditimus Dog Owner: Jennifer Hopwood Assigned to: Tom Bialas Updated 2 weeks ago</p> <p>ISSUED L-2024-17</p> <p>OPEN WORKSPACE</p>	<p>333 E Glend Rental (Licen</p> <p>Applica Owner Assign Update</p> <p>ISSUE L-2024-16</p> <p>OPEN WORKSPACE</p>
<p>1586 LIBERTY DR 3N Glendale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p>	<p>300 CIVIC CENTER PLAZA Glendale Heights IL, Illinois Rental License - Single Family Rental (Licensing)</p>	<p>264 PADDOCK CIR Glendale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p>

A Rental Office Tech will be tasked with the daily review of Cloudpermit for Rental License initial application submissions, resubmittals, as well as payment processing.

Other Techs will assist with the high volume of renewals each year.

1000 SPRUCE ST 1B
Glendale Heights IL, Illinois
Rental - Condominium Unit - Single Family Rental
(Licensing)

Applicant: Ditusus Too
Owner: Ditusus Too
Updated a week ago by Ditusus Too

SUBMITTED
L-2024-18

SUBMITTED
L-2024-18

OPEN WORKSPACE

1586 LIBERTY DR 3N

Individual application
submittal reviews start
with selecting/ clicking on
the “Open Workspace”

Cloudpermit

Support Messages Tom Blasius

BACK TO DASHBOARD | 1000 SPRUCE ST 1B

MORE ACTIONS BEGIN REVIEW

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category: Rental - Condominium Unit | Work type: Renewal | Work target: Single Family Rental

SHOW MAP

Assigned to: Unassigned

Show messages

PIN: 05032110280000 | Provisional license number: L-2024-18 | Submitted: 10/15/2024, 3:38 PM

APPLICATION

CURRENT STEP: SUBMITTED 2/5 | NEXT STEP: IN REVIEW

Parties Application Attachments Fees & Payments

1 PARTIES TO THE APPLICATION

Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES

APPLICANT: Ditusus Too | PROPERTY OWNER: Ditusus Too | ADD REQUIRED ROLE

Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add someone with their email address and specifying their role.

ADD OR INVITE PARTY

Ditusus Too
Workspace creator
Property owner
Applicant
ditusdogtoo@gmail.com
+1 630 555-9999

1 APPLICATION FORMS

ADD A NEW FORM

Application data

Single Family Rental Application
10/15/2024, 11:14 AM by Ditusus Too | Draft

MORE ACTIONS

BEGIN REVIEW

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category: Rental - Condominium Unit
Work type: Renewal
Work target: Single Family Rental

SHOW MAP

Assigned to: Unassigned

Show messages

PIN: 05032110260000
Provisional license number: L-2024-18
Submitted: 10/15/2024, 3:38 PM

APPLICATION

CURRENT STEP: SUBMITTED 2 / 5 NEXT STEP: IN REVIEW

Parties Application Attachments Fees & Payments

The top portion of the Rental License Application record contains important information to assist in starting the review.

The property address, application type information, the property PIN, a provisional license number, date and time submitted, status in submission "Next Step: In Review" and indication that the applicant has entered parties, the application and any attachments

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category: Rental - Condominium Unit | Work type: Renewal | Work target: Single Family Rental

SHOW MAP

Assigned to: Unassigned

Show messages

PIN: 05032110260000 | Provisional license number: L-2024-18 | Submitted: 10/15/2024, 3:38 PM

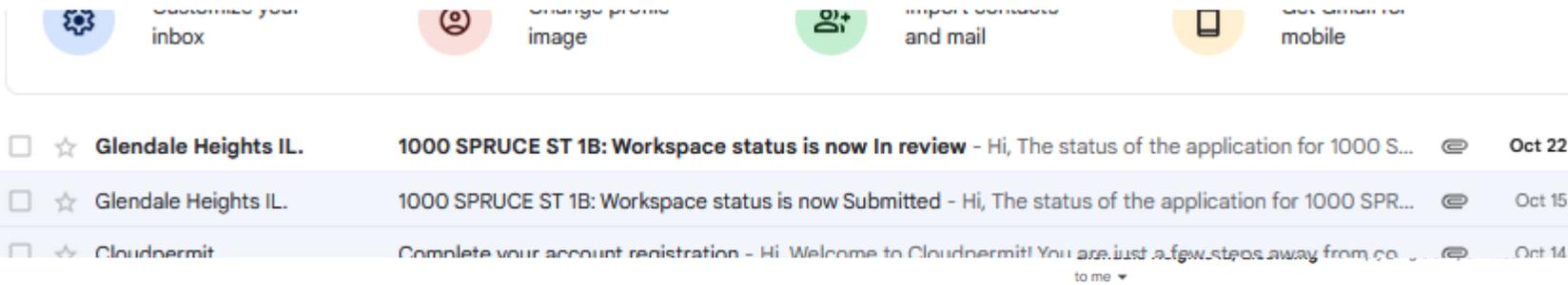
APPLICATION

CURRENT STEP: SUBMITTED 2 / 5 NEXT STEP: IN REVIEW

Progress bar with steps: Parties (checked), Application (checked), Attachments (checked), Fees & Payments (unchecked)

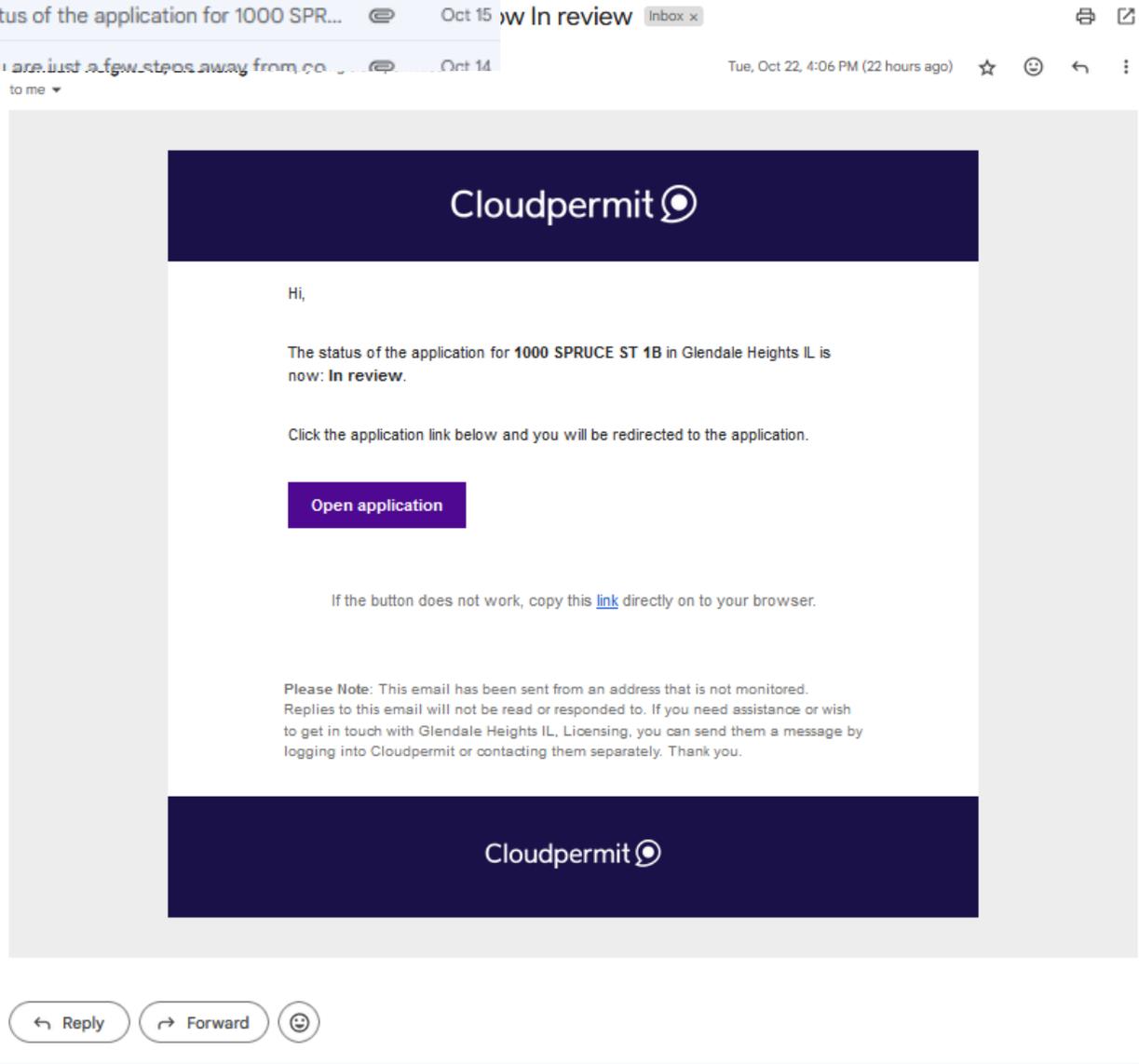
First...Staff will assign themselves to the property for conducting the review.

Second... Staff will click on the "Begin Review" at the top of the page proceed to the review for approval or notification of need for changes.



When staff clicks on “Begins Review”, an email notification will be automatically sent to the applicant that the application review has begun.

A link is provided in the email; however, until the review is completed, they won’t be able to view results and take any resubmittal steps as may be needed or make payment.



Staff can quickly complete a review and complete the “Review result” or expand the “Review” section of the staff Workspace proceed with a more section specific application review. If corrections are needed the more specific method would be used.

The screenshot displays a 'REVIEWS' interface. At the top, there is a header with '1 REVIEWS' on the left and 'ADD NEW REVIEW +' and 'Close ^' on the right. Below the header, a table lists reviews with columns for 'Review', 'Status', and 'Reviewer'. The first row shows 'Rental Tech Review' with a status of 'In review' and reviewer 'Tom Bialas'. Below this, there are two dropdown menus: 'Reviewer' (set to 'Tom Bialas (Assign to me)') and 'Review result' (set to '- Select -'). A 'Comments for this review' section follows, featuring a 'Show all comments' button and a rich text editor with a toolbar containing 'Normal', 'B', 'I', 'U', and 'T²'. At the bottom, a list of items to be reviewed is shown, categorized by type (Forms, Attachments, Parties) and including details like item name, version, status, date, time, and reviewer. At the very bottom, there are 'CANCEL X' and 'SAVE CHANGES ↵' buttons.

Review	Status	Reviewer
Rental Tech Review	In review	Tom Bialas

Reviewer: Tom Bialas (Assign to me) | Review result: - Select -

Comments for this review | Show all comments

Normal | B | I | U | T²

- Forms
 - Single Family Rental Application | Unreviewed | 10/15/2024, 11:14 AM | Ditus Too
- Attachments
 - Rental Property Crime Prevention Partnership Manual Acknowledgement | Example of Crime Program | Version 1 | Unreviewed | 10/15/2024, 2:36 PM | Ditus Too
 - Owner Information, Tenant Information | Example of Single Family A | Version 1 | Unreviewed | 10/15/2024, 2:34 PM | Ditus Too
- Parties
 - Applicant, Property owner | Ditus Too

CANCEL X | SAVE CHANGES ↵

1 REVIEWS

ADD NEW REVIEW + Close ^

Review

Status

Reviewer

^ Rental Tech Review

Unreviewed

Tom Bialas

BEGIN
REVIEW >



Reviewer

Tom Bialas (Assign to me v)

Side note: You can also "Begin Review" from the body of the Workspace.

Items included in the review

Forms

REQUEST FORM

Attachments

REQUEST ATTACHMENT

Required party roles

REQUEST PARTY ROLE

INCLUDE ITEMS IN THE REVIEW +

1 REVIEWS

ADD NEW REVIEW + Close

Review	Status	Reviewer
Rental Tech Review	In review	Tom Bialas

Reviewer	Review result
Tom Bialas (Assign to me) ▾	- Select - ▾

Comments for this review Show all comments

Normal ▾ **B** *I* U T²

Forms

<input type="checkbox"/> Single Family Rental Application	Unreviewed	10/15/2024, 11:14 AM Ditimus Too	➤
---	------------	-------------------------------------	---

Attachments

<input type="checkbox"/> Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program Version 1	Unreviewed	10/15/2024, 2:36 PM Ditimus Too	👁
<input type="checkbox"/> Owner Information, Tenant Information	Example of Single Family A Version 1	Unreviewed	10/15/2024, 2:34 PM Ditimus Too	👁

Parties

<input type="checkbox"/> Applicant, Property owner	Ditimus Too
--	-------------

Clicking “Begin Review” expands that section revealing a “Reviewer” drop down option to pick / change reviewer, “Review Result” drop down to approve or request changes, “Comments”, and a check list to confirm the areas of the application have been reviewed.

Staff will review submitted information for completeness and accuracy.

Staff using the more specific review can view the items provided in the “Items included in the review” expanded list. Staff can click on the icon to the right to view the information, verify completeness and accuracy and check the box indicating the item was reviewed.

<input checked="" type="checkbox"/> Forms				
<input checked="" type="checkbox"/>	Single Family Rental Application	Unreviewed	10/15/2024, 11:14 AM Ditimus Too	>
<input checked="" type="checkbox"/> Attachments				
<input checked="" type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program I Version 1 Unreviewed	10/15/2024, 2:36 PM Ditimus Too	👁
<input checked="" type="checkbox"/>	Owner Information, Tenant Information	Example of Single Family A Version 1 Unreviewed	10/15/2024, 2:34 PM Ditimus Too	👁
<input type="checkbox"/> Parties				
<input type="checkbox"/>	Applicant, Property owner	Ditimus Too		
<input type="button" value="CANCEL ✕"/>		<input type="button" value="SAVE CHANGES ⏴"/>		



Single Family Rental Application

Unreviewed

10/15/2024, 11:14 AM
Ditimus Too



NEED CHANGES

DELETE FORM

Exit

The Application will appear when the arrow to the right is clicked. Staff can view the information, verify completeness and accuracy and check the box indicating the item was reviewed. If there is an issue that needs changes, the review comments shall specify what is needed to be shared with the applicant in the notification email that the review has not passed and “Changes are Needed”.

Cherokee Heights, IL 60738

Owner: Main/Call Phone *
630-669-8888

Owner: 24-Hour Phone
630-669-8888

Contact Email *
ditimus@ditimus.com

Please attach Additional Ownership Information / LLC paperwork to application.

Emergency Contact/Management/Agent Information

Contact Name *
Bull's Property Maintenance and Repair

Contact Street Address *
222 N North Avenue

Contact City, State, Zip *
Cherokee Heights, IL 60738

Contact 24-Hour Phone *
630-669-8888

Contact Email *
dpm@ditimus.com

Does the Managing Agent have the authority to rent, manage and make expenditures? *
 Yes No

Check all that apply *
 Emergency Contact
 Property Manager
 Authorized Agent

Homeowner Association Information - When Applicable

Homeowner's Association Name & Contact
Spartan Town HOA

Homeowner's Association Street Address
1000 Spartan Street

Homeowner's Association City, State, Zip
Cherokee Heights, IL 60738

Homeowner's Association Phone
630-669-8888

Homeowner's Association Email
ditimus@ditimus.com

Tenant Information
List all adults over the age of 18. Attach shared with additional tenant(s).

Tenant Name	Phone
Payton Bow	630-669-2222
Monica Bow	630-669-2222

Number (3) of Minors residing at property, under the age of 18
0

Property Information

Number of Bedrooms *
 1) One 2) Two 3) Three 4) Four 5) Five

Is the basement finished? *
 Partially Fully Not finished No Basement

©2024, FBE Single Family Homes, Townhomes and Duplexes are E200, Condominiums are E205.
*NOTE: Property Owner is responsible for scheduling inspection of rental unit and compliance for annual license by February 1, 2025.
Reference Code Title 10, Chapter 16, Article 6.

Application forms

✓ Single Family Rental Application

Checking OK will confirm the review is accepting the information provided. "Needs Changes" will cause the review to require updating and resubmission by the applicant through the Cloudpermit online system.

NEEDS CHANGES ⓘ

OK ✓

DELETE FORM

SINGLE FAMILY RENTAL APPLICATION

Draft

All required fields are marked with *

Ownership Information

Owner Name *

Ditimus Too

Owner Street Address *

245 E North Avenue

Owner City, State, Zip *

Glendale Heights, IL 60139

Owner Home/Cell Phone *

Owner 24 Hour Phone

The status on the Single Family Rental Application reviewed has now changed to indicate the application was “OK”.

<input type="checkbox"/> Forms				
<input type="checkbox"/> Single Family Rental Application		OK	10/15/2024, 11:14 AM Ditimus Too	>
<input type="checkbox"/> Attachments				
<input type="checkbox"/> Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program Version 1	Unreviewed	10/15/2024, 2:36 PM Ditimus Too	👁
<input type="checkbox"/> Owner Information, Tenant Information	Example of Single Family A Version 1	Unreviewed	10/15/2024, 2:34 PM Ditimus Too	👁
<input type="checkbox"/> Parties				
<input type="checkbox"/> Applicant, Property owner		Ditimus Too		

Attachments

<input checked="" type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program I Version 1	Unreviewed	10/15/2024, 2:36 PM Ditimus Too	
<input checked="" type="checkbox"/>	Owner Information, Tenant Information	Example of Single Family A Version 1	Unreviewed	10/15/2024, 2:34 PM Ditimus Too	

In the Review section, if attachment are involved, any attachments added to an application can be viewed by clicking on the “eye” icon to the right.

However, to approve the attachment in the review process, staff must check the box next to the attachment and click on the “Save Changes” to continue.

Forms

<input type="checkbox"/>	Single Family Rental Application	OK	10/15/2024, 11:14 AM Ditimus Too	
--------------------------	----------------------------------	----	-------------------------------------	---

Attachments

<input checked="" type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program I Version 1	Unreviewed	10/15/2024, 2:36 PM Ditimus Too	
<input type="checkbox"/>	Owner Information, Tenant Information	Example of Single Family A Version 1	Unreviewed	10/15/2024, 2:34 PM Ditimus Too	

Parties

<input type="checkbox"/>	Applicant, Property owner	Ditimus Too		
--------------------------	---------------------------	-------------	--	--

<input checked="" type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified
<input checked="" type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M: Version 1	New version	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
<input type="checkbox"/>	Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	New version		

Check the box on the item being reviewed and click the arrow to expand the review attachment information.

Once an approval or denial determination is made, click on the three dots to the right of the listed attachment.

DOWNLOAD SELECTED

<input checked="" type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified
<input checked="" type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M: Version 1	New version	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
<input type="checkbox"/>	Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	New version		

Attachment type: 1 x Rental Property Crime Prevention Partnership Manual Ackn...

Drawing number (optional):

Description (optional):

Version 1

10/23/2024, 10:08 AM

Tom Bialas

DRAFT

Example of Crime Program Manual Acknlg Form page.pdf [original version]
Added 10/15/2024, 2:36 PM by Ditimus Too

OPEN ATTACHMENT PREVIEW

File visibility EVERYONE RESTRICTED Only visible to Ditimus Too and municipality

✓ Attachment is in valid archivable PDF/A format.

UPLOAD NEW VERSION
DELETE ATTACHMENT

Q Search DOWNLOAD SELECTED ↓

Attachment type	Filename	Status	Visibility	Modified
<input checked="" type="checkbox"/> Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program Manual Acknlg Form page.pdf [original version] Version 1	New version	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Approve attachment <input type="checkbox"/> Attachment Needs changes <input type="checkbox"/> Remove restriction <input type="checkbox"/> Delete attachment
<p>Attachment type: 1 x Rental Property Crime Prevention Partnership Manual Ackn...</p> <p>Version 1: Example of Crime Program Manual Acknlg Form page.pdf [original version] Added 10/15/2024, 2:36 PM by Ditimus Too</p> <p>File visibility: EVERYONE RESTRICTED Only visible to Ditimus Too and municipality</p> <p>✓ Attachment is in valid archivable PDF/A format.</p> <p style="text-align: right;"> UPLOAD NEW VERSION ↓ DELETE ATTACHMENT 🗑 </p>				
<input type="checkbox"/> Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	New version	RESTRICTED	10/15/2024, 2:34 PM Ditimus Too

Upon clicking on the dots, a drop down list will allow staff to “Approve attachment” or indicate “Attachment Needs changes”.

Q Search DOWNLOAD SELECTED ↓

<input checked="" type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified
<input checked="" type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement <small>Acknowledgment form with notarized signature.</small>	Example of Crime Program M Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too

Attachment type: 1 x Rental Property Crime Prevention Partnership Manual Ackn... Drawing number (optional): Description (optional): Acknowledgment form with notarized signatur

Upon selecting “Approve attachment” the status of the reviewed attachment will be updated in both the “Attachment” section and the “Review” areas.

Attachments

<input type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program Version 1	OK	10/15/2024, 2:36 PM Ditimus Too	
<input type="checkbox"/>	Owner Information, Tenant Information	Example of Single Family A Version 1	Unreviewed	10/15/2024, 2:34 PM Ditimus Too	

Parties

To review additional attachments, staff must check the box next to the attachment and “Save Changes” to move on.

Forms

<input type="checkbox"/>	Single Family Rental Application	OK	10/15/2024, 11:14 AM Ditimus Too	>
--------------------------	----------------------------------	----	-------------------------------------	---

Attachments

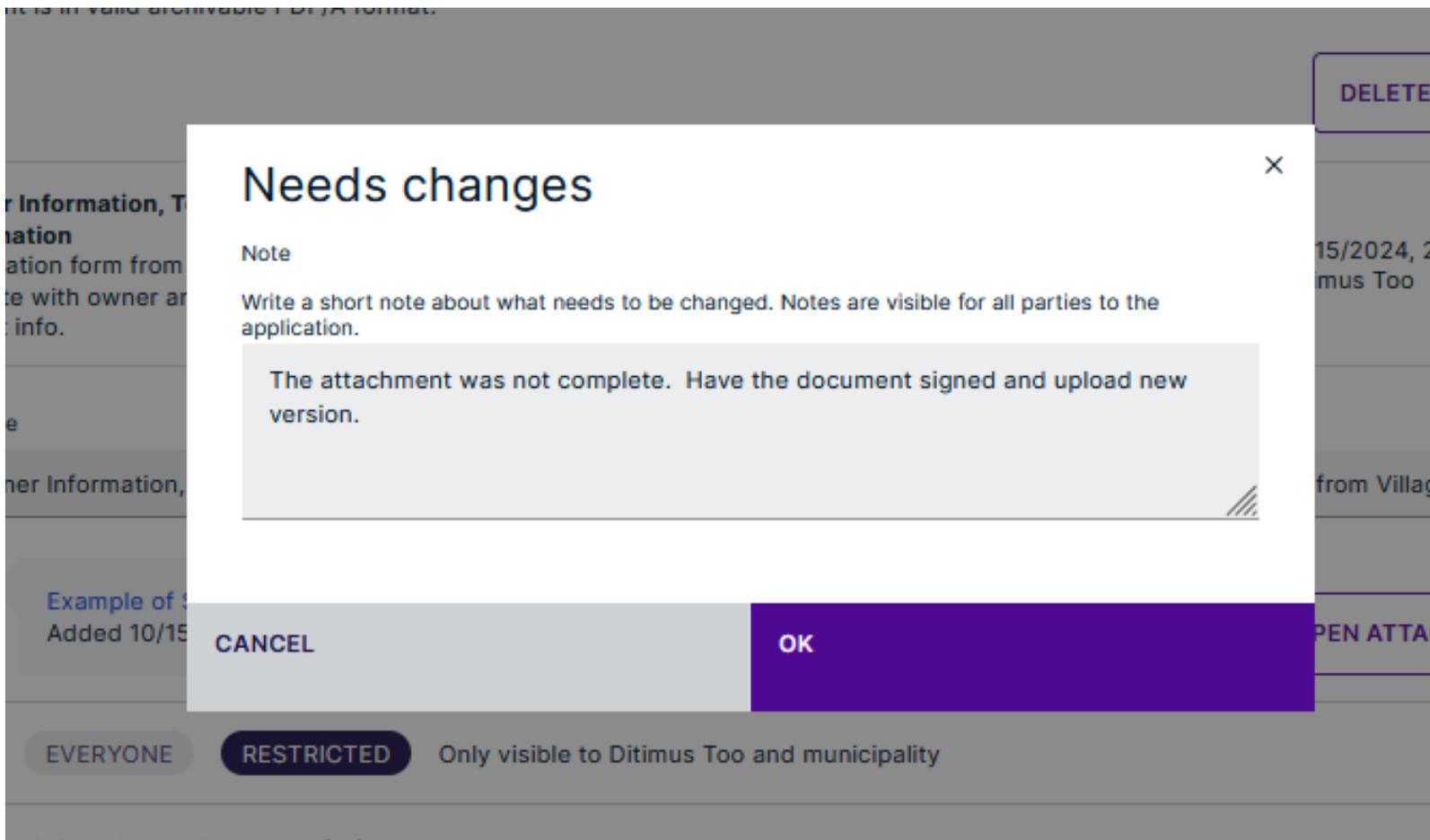
<input type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program Version 1	OK	10/15/2024, 2:36 PM Ditimus Too	👁
<input checked="" type="checkbox"/>	Owner Information, Tenant Information	Example of Single Family A Version 1	Unreviewed	10/15/2024, 2:34 PM Ditimus Too	👁

Parties

<input type="checkbox"/>	Applicant, Property owner	Ditimus Too		
--------------------------	---------------------------	-------------	--	--

Review the additional attachment. For purposes of this presentation, the document was reviewed and found not to be correct. The determination is registered after clicking the three dots and selecting “Attachment Needs changes”.

The screenshot displays a document management interface for an attachment titled "Owner Information, Tenant Information". The attachment is labeled as "Example of Single Family App Version 1" and is marked as "New version" and "RESTRICTED". It was added on 10/15/2024 at 2:34 PM by Ditusus Too. A dropdown menu is open, showing options: "Approve attachment", "Attachment Needs changes" (circled in red), "Remove restriction", and "Delete attachment". Below the attachment details, there is a section for "Version 1" with a link to "Example of Single Family Application Form page.pdf [original version]" and a note "Added 10/15/2024, 2:34 PM by Ditusus Too". The "File visibility" is set to "RESTRICTED", with a note "Only visible to Ditusus Too and municipality". A green checkmark indicates "Attachment is in valid archivable PDF/A format." At the bottom, there are buttons for "UPLOAD NEW VERSION" and "DELETE ATTACHMENT".



A “Needs changes” notation entry box will appear. Enter the details related to the needed change and any other relevant information. Click on OK.

Owner Information, Tenant Information
Application form from Village website with owner and tenant info.

Example of Single Family App
Version 1

Changes needed

RESTRICTED

10/15/2024, 2:34 PM
Ditimus Too

Attachment type

Drawing number (optional)

Description (optional)

2 x Owner Information, Tenant Information

Application form from Village website with owi

Version 1

10/23/2024, 2:50 PM Needs changes

Tom Bialas

The attachment was not complete. Have the document signed and upload new version.

[Example of Single Family Application Form page.pdf](#) [original version]

Added 10/15/2024, 2:34 PM by Ditimus Too

OPEN ATTACHMENT PREVIEW

File visibility

EVERYONE

RESTRICTED

Only visible to Ditimus Too and municipality

✓ Attachment is in valid archivable PDF/A format.

Attachments



Rental Property Crime Prevention Partnership Manual Acknowledgement

Example of Crime Program | OK
Version 1

10/15/2024, 2:36 PM
Ditimus Too



Owner Information, Tenant Information

Example of Single Family A | Needs changes
Version 1

10/15/2024, 2:34 PM
Ditimus Too



The “Needs changes” notation entry will appear in the Attachment and Review sections of the Workspace.

Forms

<input checked="" type="checkbox"/>	Single Family Rental Application	OK	10/15/2024, 11:14 AM Ditimus Too	>
-------------------------------------	----------------------------------	----	-------------------------------------	---

Attachments

<input type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement	Example of Crime Program I Version 1	OK	10/15/2024, 2:36 PM Ditimus Too	👁
<input checked="" type="checkbox"/>	Owner Information, Tenant Information	Example of Single Family A Version 1	Needs changes	10/15/2024, 2:34 PM Ditimus Too	👁

Parties

<input checked="" type="checkbox"/>	Applicant, Property owner	Ditimus Too
-------------------------------------	---------------------------	-------------

To move on to the “Parties” information review, Check the Forms box, Parties check box and individual Party check box. Then click on “Save Changes”.

This will indicate the Parties were examined. If there is an issue with the items in the review list, repeat the actions above, check the Forms box, saving changes and the “Items included in review” box will appear.

If there is no need for changes or resubmittal, the Review can be completed by selecting a result from the “Review Result” dropdown list.
“Reviewed” = OK.
“Change Requested” = not OK, further action required for another review before approval to pay and be issued the Rental License.

The screenshot displays a 'REVIEWS' interface for a 'Rental Tech Review' by Tom Bialas. The review status is 'In review'. A dropdown menu for 'Review result' is open, showing options: '- Select -', '- Select -', 'Reviewed', and 'Changes requested'. The 'Reviewed' option is circled in red. Below the dropdown is a 'Comments for this review' section with a 'Show all comments' button. The 'Items included in the review' section shows two items: 'Single Family Rental Application' (status: OK) and 'Owner Information, Tenant Information' (status: Needs changes). The 'Forms' section has a 'REQUEST FORM' button, and the 'Attachments' section has a 'REQUEST ATTACHMENT' button. The 'Required party roles' section has a 'REQUEST PARTY ROLE' button.

Review	Status	Reviewer
Rental Tech Review	In review	Tom Bialas

Reviewer	Review result
Tom Bialas (Assign to me)	- Select -

ⓘ All items must be accepted

Comments for this review [Show all comments](#)

Normal **B** *I* U T²

Items included in the review [Show all items](#) [Show items waiting for review](#) [EDIT INCLUDED ITEMS](#)

Forms	Status	Date/Time	Action
Single Family Rental Application	OK	10/15/2024, 11:14 AM Ditimus Too	REQUEST FORM

Attachments	Status	Date/Time	Action
Owner Information, Tenant Information	Example of Single Family A Version 1 Needs changes	10/15/2024, 2:34 PM Ditimus Too	REQUEST ATTACHMENT

Required party roles [REQUEST PARTY ROLE](#)

Once all items have been reviewed and, in this example, changes are needed, you can click on the “Send Change Request” to send the applicant an email notification to sign in, update the application and resubmit for approval.

1 REVIEWS ADD NEW REVIEW + Close ^

Review	Status	Reviewer
Rental Tech Review	In review	Tom Bialas

Reviewer: Tom Bialas (Assign to me) SEND CHANGE REQUEST ↻

Comments for this review Show all comments

Normal ▼ **B** *I* U T²

The application requires resubmission of the Owner/Tenant information as the form was not signed.

Items included in the review EDIT INCLUDED ITEMS ✎

Show all items Show items waiting for review

Forms REQUEST FORM

Attachments REQUEST ATTACHMENT

▼ Owner Information, Tenant Information	Example of Single Family A Version 1	Needs changes	10/15/2024, 2:34 PM Ditimus Too	
--	--	---------------	------------------------------------	--

Required party roles REQUEST PARTY ROLE

The email will have the notation entered in the “Comments from the review” displayed in the email, along with a link to “Open Application” to work on the change request in Cloudpermit.

1000 SPRUCE ST 1B: Changes requested in Cloudpermit Inbox x

Glendale Heights IL, Licensing <no-reply@mg.cloudpermit.com>
to me ▾

3:54 PM (0 minutes ago) ☆ 😊 ← ⋮

Cloudpermit 

Hi,

Glendale Heights IL, Licensing has requested changes to the permit application for **1000 SPRUCE ST 1B** in Glendale Heights IL. You must complete the changes for the application to proceed.

The application requires resubmission of the Owner/Tenant information as the form was not signed.

To review what the requested changes are and make revisions, click on the application link below.

[Open application](#)



Customize your inbox



Change profile image



Import contacts and mail



Get Gmail for mobile

- | | | | | | |
|--------------------------|---|----------------------|---|--|---------|
| <input type="checkbox"/> | ☆ | Glendale Heights IL. | 1000 SPRUCE ST 1B: Changes requested in Cloudpermit - Hi, Glendale Heights IL, Licensing has requ... | | 3:54 PM |
| <input type="checkbox"/> | ☆ | Glendale Heights IL. | 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status of the application for 1000 SPRU... | | Oct 22 |
| <input type="checkbox"/> | ☆ | Glendale Heights IL. | 1000 SPRUCE ST 1B: Workspace status is now Submitted - Hi, The status of the application for 1000 SPR... | | Oct 15 |

The customer will see a “Tasks and request” section appeared in their “My Dashboard”. Clicking on the arrow to the right will bring the customer to the license application Workspace where they will find the “Change Needed” indicated in the attachment status.

The screenshot displays a user dashboard with the following elements:

- My dashboard**: Header text on the left.
- CREATE A NEW APPLICATION +**: A purple button on the right.
- Tasks and requests**: A section header, circled in red.
- Task Entry**: A horizontal bar containing:
 - Needs changes**: 10/23/2024, 3:40 PM
 - 1000 SPRUCE ST 1B**: Needs changes: Attachment version
 - Requested by**: Tom Bialas
 - >**: A purple arrow button on the right.
- Workspaces (1)**: A section header below the task entry.
- Modify selections to narrow down the Workspace results. Note: Archived Workspaces are filtered out from the results by default.**: A note below the workspace header.

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category

Rental - Condominium Unit

Work type

Renewal

Work target

Single Family Rental

SHOW MAP

Show messages

Email notifications YES

PIN

05032110260000

Provisional license number

L-2024-18

Submitted

10/15/2024, 3:38 PM

APPLICATION

CURRENT STEP: CHANGES REQUESTED 1/1

Rental Tech Review

REVIEW RESULT

The application requires resubmission of the Owner/Tenant information as the form was not signed.

Review date: 10/23/2024, 8:12 AM

Reviewer: Tom Bialas [Direct message](#)

MARK AS DONE ✓

Search

DOWNLOAD ALL ↓

<input type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified	
<input type="checkbox"/>	✓ Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too	⋮
<input type="checkbox"/>	✓ Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	Changes needed	RESTRICTED	10/15/2024, 2:34 PM Ditimus Too	⋮

In the customers account, the Workspace for the property will have actions to take displayed at the top under the "Application" section and in the Attachment section.

CHANGE REQUESTS

Attachment: Owner Information, Tenant Information

Reviewer: Tom Bialas [Direct message](#)

Reviewed version: Example of Single Family Application Form page.pdf
Version 1

Latest version: Example of VoGH Single Family App Info page.pdf
Version 2

UPLOAD NEW VERSION ↑

Attachment type	Filename	Status	Visibility	Modified
<input type="checkbox"/> Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
<input checked="" type="checkbox"/> Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	Changes needed	RESTRICTED	10/15/2024, 2:34 PM Ditimus Too

Attachment type: 2 x Owner Information, Tenant Information | Drawing number (optional): | Description (optional): Application form from Village website with owner and tenant info

Version 1

10/23/2024, 2:50 PM Needs changes
Tom Bialas
Direct message

10/23/2024, 3:40 PM Needs changes
Tom Bialas
Direct message

Example of Single Family Application Form page.pdf [original version]
Added 10/15/2024, 2:34 PM by Ditimus Too

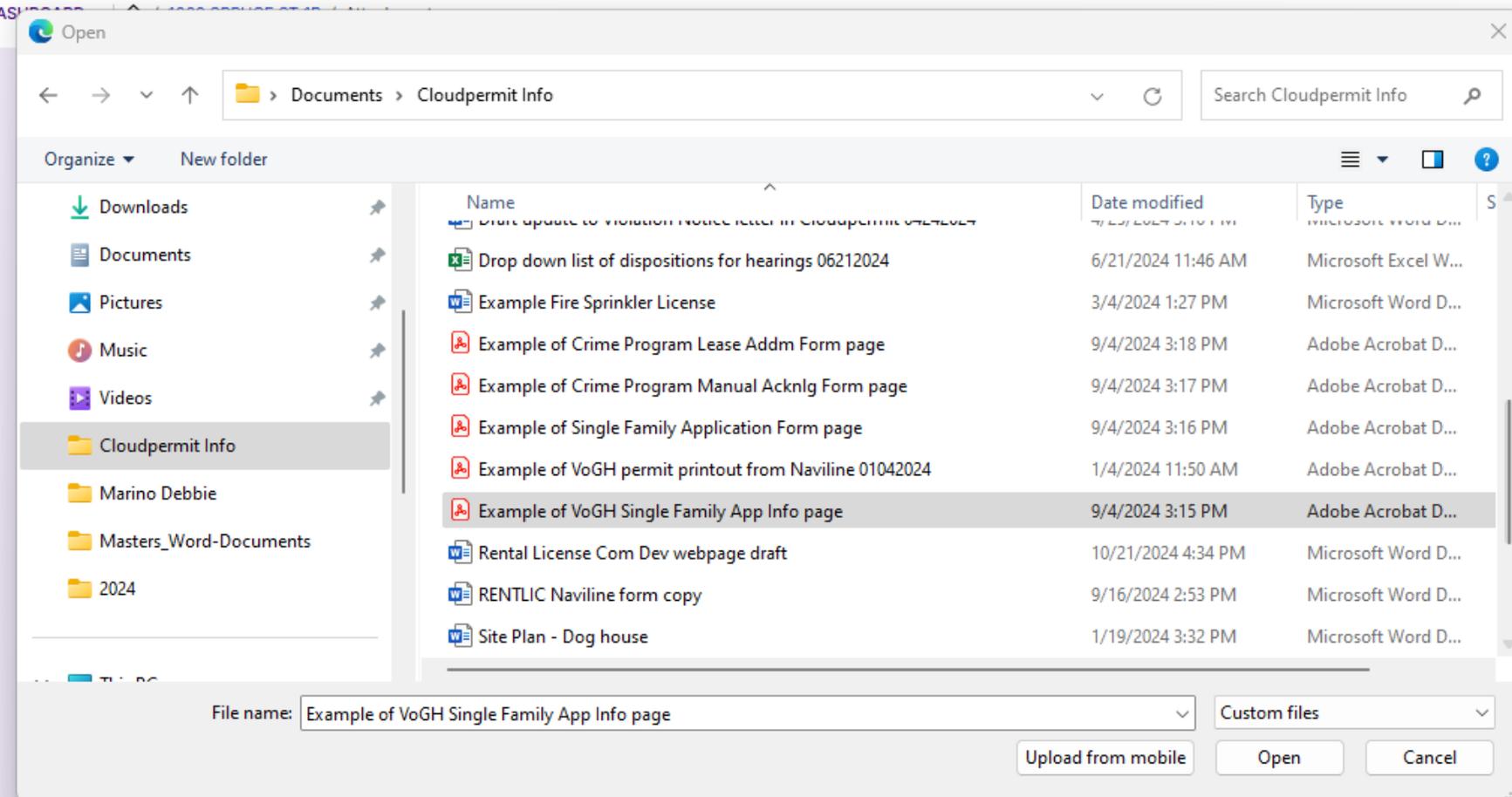
The customer will need to upload an attachment to comply with the change request. In this example, a new signed form must be returned via Cloudpermit for the review.

File visibility: EVERYONE **RESTRICTED** Only visible to Ditimus Too and municipality

✓ Attachment is in valid archivable PDF/A format.

To add the attachment the customer will click on the "Upload New Version" to comply.

UPLOAD NEW VERSION



DOWNLOAD SELECTED ↓

Visibility	Modified
RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
RESTRICTED	10/15/2024, 2:34 PM Ditimus Too

Additional form from Village website with owner and tenant info

OPEN ATTACHMENT PREVIEW

UPLOAD NEW VERSION ↑

The customer will “Upload New Version” selecting a file of the scanned in copy of the form needing a signature submit it.

Once uploaded the customers Workspace with get the update that a “New Version” has been uploaded.

Q Search D SELECTED ↓

<input checked="" type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified
<input type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program N Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
<input checked="" type="checkbox"/>	Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of VoGH Single Fam Version 2	New version	RESTRICTED	10/23/2024, 4:29 PM Ditimus Too

Attachment type: 2 x Owner Information, Tenant Information

Drawing number (optional):

Description (optional): Application form from Village website with owner and tenant info

Version 2 Example of VoGH Single Family App Info page.pdf [original version]
Version 1 Added 10/23/2024, 4:29 PM by Ditimus Too

File visibility EVERYONE **RESTRICTED** Only visible to Ditimus Too and municipality

✓ Attachment is in valid archivable PDF/A format.

OPEN ATTACHMENT PREVIEW

UPLOAD NEW VERSION ↑

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category

Rental - Condominium Unit

Work type

Renewal

Work target

Single Family Rental

SHOW MAP

Show messages

Email notifications YES

PIN

05032110260000

Provisional license number

L-2024-18

Submitted

10/15/2024, 3:38 PM

APPLICATION

CURRENT STEP: CHANGES REQUESTED

Rental Tech Review

REVIEW RESULT

The application requires resubmission of the Owner/Tenant information as the form was not signed.

Review date: 10/23/2024, 8:12 AM

Reviewer: Tom Bialas [Direct message](#)

MARK AS DONE ✓

#2

Search

DOWNLOAD ALL ↓

<input type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified
<input type="checkbox"/>	✓ Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
<input type="checkbox"/>	✓ Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of Single Family App Version 1	Changes needed	RESTRICTED	10/15/2024, 2:34 PM Ditimus Too

In the customers account, once the change request / upload (#1) is completed, the customer clicks on "Mark as Done" (#2) to move the application back into staff review for approval.

CHANGE REQUESTS

Attachment: Owner Information, Tenant Information

#1

Reviewer: Tom Bialas [Direct message](#)

Reviewed version: Example of Single Family Application Form page.pdf
Version 1

Latest version: Example of VoGH Single Family App Info page.pdf
Version 2

UPLOAD NEW VERSION ↑

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL

Latest location update: 10/14/2024, 2:12 PM

Category

Rental - Condominium Unit

Work type

Renewal

Work target

Single Family Rental

SHOW MAP 

 Show messages

 Email notifications YES

PIN

05032110260000

Provisional license number

L-2024-18

Submitted

10/15/2024, 3:38 PM

APPLICATION

CURRENT STEP: IN REVIEW **3 / 5** NEXT STEP: READY TO ISSUE



Parties



Application



Attachments



Fees & Payments

The customer Workspace for the property will now reflect that the application “Current Step” is “In Review” awaiting notification that the application is approved, a bill will be sent and upon payment the Rental License will be issued via Cloudpermit.

- Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: In review. Click ...
- Glendale Heights IL. 1000 SPRUCE ST 1B: Changes requested in Cloudpermit - Hi, Glendale Heights IL, Licensing has requested changes to the permit application for 1000 SPRUCE ST 1B in Glend... Oct 23
- Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: In review. Click the application... Oct 22
- Glendale Heights IL. 1000 SPRUCE ST 1B: Workspac 1000 SPRUCE ST 1B: Workspace status is now In review Inbox x
- Glendale Heights IL, Licensing <no-reply@mg.cloudpermit.com> Wed, Oct 23, 4:39 PM (2 days ago)
- Cloudpermit Complete your account registr...

The customer will get a confirmation email that the change request has been received and is “In Review” status awaiting Com Dev staff to complete the review, approve and reply that payment can be made.

Cloudpermit

Hi,

The status of the application for **1000 SPRUCE ST 1B** in Glendale Heights IL is now: **In review**.

Click the application link below and you will be redirected to the application.

[Open application](#)

If the button does not work, copy this [link](#) directly on to your browser.

Please Note: This email has been sent from an address that is not monitored. Replies to this email will not be read or responded to. If you need assistance or wish to get in touch with Glendale Heights IL, Licensing, you can send them a message by logging into Cloudpermit or contacting them separately. Thank you.

Cloudpermit

My dashboard

[GO TO WORKSPACE](#)[CREATE A NEW APPLICATION +](#)

My businesses

Tom's Print Shop

The “Assigned Reviewer” will get notification that their customer has responded to the change request and the review needs to be completed so the application can move on to the next phase. Clicking on the arrow to the right will open the application for review.

Tasks and requests

Review request
10/23/2024, 4:39 PM

1000 SPRUCE ST 1B
Rental Tech Review

Requested by
Tom Bialas



Inspections

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL 

Latest location update: 10/14/2024, 2:12 PM

Category

Rental - Condominium Unit

Work type

Renewal

Work target

Single Family Rental

SHOW MAP 

Assigned to Tom Bialas 

Show messages 

PIN

05032110260000

EDIT 

Provisional license number

L-2024-18

Submitted

10/15/2024, 3:38 PM

 APPLICATION

CURRENT STEP: IN REVIEW **3 / 5** NEXT STEP: READY TO ISSUE

REQUIRED TASKS

			
Parties	Application	Attachments	Fees & Payments

 Finish all reviews which are unfinished.

You need to complete required tasks to continue to the next phase.

The "Assigned Reviewer" see there is a statement in the Required Tasks section indicating the review is still unfinished.

<input checked="" type="checkbox"/>	Attachment type	Filename	Status	Visibility	Modified	
<input type="checkbox"/>	Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program N Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too	⋮
<input checked="" type="checkbox"/>	Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of VoGH Single Fam Version 2	New version	RESTRICTED	10/23/2024, 4:29 PM Ditimus Too	⋮

Attachment type: 2 x Owner Information, Tenant Information

Drawing number (optional):

Description (optional): Application form from Village website

Attachment visibility: RESTRICTED

Remove restriction

Delete attachment

OPEN ATTACHMENT PREVIEW

Version 2: Example of VoGH Single Family App Info page.pdf [original version]
Version 1: Added 10/23/2024, 4:29 PM by Ditimus Too

File visibility: EVERYONE RESTRICTED Only visible to Ditimus Too and municipality

Attachment is in valid archivable PDF/A format

LOAD NEW VERSION ↑

DELETE ATTACHMENT ↓

The Attachment section will show that a “New Version” is uploaded, check the box and the down arrow to the left to expand the information about the upload, review the attachment and then the three dots to the right to accept or decline the change submission.

Search

DOWNLOAD SELECTED

Attachment type	Filename	Status	Visibility	Modified
<input type="checkbox"/> Rental Property Crime Prevention Partnership Manual Acknowledgement Acknowledgment form with notarized signature.	Example of Crime Program M Version 1	Attachment OK	RESTRICTED	10/15/2024, 2:36 PM Ditimus Too
<input checked="" type="checkbox"/> Owner Information, Tenant Information Application form from Village website with owner and tenant info.	Example of VoGH Single Fam Version 2	Attachment OK	RESTRICTED	10/23/2024, 4:29 PM Ditimus Too

Attachment type

Drawing number (optional)

Description (optional)

2 x Owner Information, Tenant Information

Application form from Village website with owner and tenant info

Version 2

10/25/2024, 9:15 AM OK

Version 1

Tom Bialas

Example of VoGH Single Family App Info page.pdf [original version]

Added 10/23/2024, 4:29 PM by Ditimus Too

OPEN ATTACHMENT PREVIEW

File visibility

EVERYONE

RESTRICTED

Only visible to Ditimus Too and municipality

Attachment is in valid archivable PDF/A format.

DELETE ATTACHMENT

The "Version 2" has been approved and the Attachment Section status has been updated by the reviewer. The next step is to approve the attachment in the Review Section.

1 REVIEWS

ADD NEW REVIEW + Close ^

Review	Status	Reviewer
^ Rental Tech Review	In review	Tom Bialas

Reviewer

Tom Bialas (Assign to me) v SEND CHANGE REQUEST ↻

ⓘ All items must be reviewed

Comments for this review Show all comments

Normal v **B** *I* U T²

Submit payment prior to February 1, 2025 to avoid late fees.

Items included in the review EDIT INCLUDED ITEMS ✎ **Show all items** Show items waiting for review

Forms REQUEST FORM

Attachments REQUEST ATTACHMENT

Owner Information, Tenant Information Example of VoGH Single Far Unreviewed 10/23/2024, 4:29 PM Ditimus Too 👁

Required party roles REQUEST PARTY ROLE

In the Review Section, expand the “Unreviewed” item by clicking on the down arrow to “OK” the resubmitted attachment.

1 REVIEWS

ADD NEW REVIEW + Close ^

Review	Status	Reviewer
Rental Tech Review	In review	Tom Bialas

Reviewer: Tom Bialas (Assign to me) | Review result: Reviewed

END REVIEW ✓

Comments for this review Show all comments

Normal | B I U T*
Submit payment prior to February 1, 2025 to avoid late fees.

Items included in the review | EDIT INCLUDED ITEMS | **Show all items** | Show items waiting for review

Forms

Attachments

Owner Information, Tenant Information

Version 2 | Example Added 10/10/2024
Version 1

Comments for this review Show all comments

Normal | B I U T*

UPLOAD MARKED-UP VERSION ↕

Attachment review result
 OK Needs changes

Required party roles | **REQUEST PARTY ROLE**

In the expanded Review Section, and click on the “OK” at the lower area for “Attachment review results” to accept the updated attachment and change the “Review Result” to “Reviewed”.

Enter any needed comments and Click “End Review”.

1

REVIEWS

ADD NEW REVIEW +

Close ^

Review

Status

Reviewer

^ Rental Tech Review

Reviewed

Tom Bialas

EDIT REVIEW <

Comments

✓ 10/23/2024, 4:39 PM

Reviewed

Tom Bialas

✗ 10/23/2024, 8:12 AM

Submit payment prior to February 1, 2025 to avoid late fees.

The staff view of the property Workspace Reviews Section shows the status as “Reviewed” and the “Comments” section updated. At the top right of the page “Ready to Issue” status appeared.

BACK TO DASHBOARD | 1000 SPRUCE ST 1B / Reviews & circulation

MORE ACTIONS v

READY TO ISSUE →

Licensing

1000 SPRUCE ST 1B, Glendale Heights IL ✎

Latest location update: 10/14/2024, 2:12 PM

Category

Rental - Condominium Unit

Work type

Renewal

Work target

Single Family Rental

SHOW MAP 📍

Assigned to Tom Bialas v

Show messages

PIN

05032110260000

EDIT ✎

Provisional license number

L-2024-18

Submitted

10/15/2024, 3:38 PM

APPLICATION

CURRENT STEP: IN REVIEW 3 / 5 NEXT STEP: READY TO ISSUE



Customize your inbox



Change profile image



Import contacts and mail



Get Gmail for mobile

- ☆ Glendale Heights IL. **1000 SPRUCE ST 1B: Workspace status is now Ready to issue** - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: Ready to issue. Clic... 2:12 PM
- ☆ Glendale Heights IL. **1000 SPRUCE ST 1B: Payment due in Cloudpermit** - Hi, The application in Cloudpermit for 1000 SPRUCE ST 1B in Glendale Heights IL has outstanding payments. Amount due i... 2:08 PM

PDF L-2024-18_invoi... +1

Cloudpermit

Hi,

The status of the application for **1000 SPRUCE ST 1B** in Glendale Heights IL is now: **Ready to issue**.

Click the application link below and you will be redirected to the application.

[Open application](#)

If the button does not work, copy this [link](#) directly on to your browser.

Please Note: This email has been sent from an address that is not monitored. Replies to this email will not be read or responded to. If you need assistance or wish to get in touch with Glendale Heights IL, Licensing, you can send them a message by logging into Cloudpermit or contacting them separately. Thank you.

Cloudpermit

- atus of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: In review. Click the application... Oct 23
- Glendale Heights IL, Licensing has requested changes to the permit application for 1000 SPRUCE ST 1B in Glend... Oct 23
- atus of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: In review. Click the application... Oct 22
- status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: Submitted. Click the applicati... Oct 15
- You are just a few steps away from completing your account setup. Click "Complete registration" below to c... Oct 14

The review is done and the bill is prepared will also result in notification that the license is ready to issue. Staff will have to complete some final steps.

1 REVIEWS

Close ^

Review	Status	Reviewer
▼ Rental Tech Review	Reviewed	Tom Bialas

LICENSES

CREATE LICENSE DRAFT +

Close ^

Once the review is completed and the license is “Ready to Issue” the “License” will need to be created. In the Licenses box, click on the “Create License Draft”. For Rental Property Licenses select “**Rental License / Registration**” and click on “Create License Draft”.

Licenses

Select License template

Business License

Home Occupation Business License

Hotel License

Tobacco License

CREATE LICENSE DRAFT

Licensing

Draft

License number
L-2024-18 CLEAR SAVE

1000 SPRUCE ST 1B
PIN
05032110260000
Issued by *
- Select -

Date of issuance
10/25/2024 CLEAR

Valid from *
10/25/2024 CLEAR

Expiration date
2/1/2025 CLEAR

Applicant, Property owner
Ditimus Too
245 E. North Avenue
Glendale Heights, Illinois 60139
Issued to *
- Select -

License description

DELETE DRAFT

Licensing

Draft

License number
L-2024-18 CLEAR SAVE

1000 SPRUCE ST 1B
PIN
05032110260000
Issued by *
Tom Bialas

Date of issuance
10/25/2024 CLEAR

Valid from *
10/25/2024 CLEAR

Expiration date
2/1/2025 CLEAR

Applicant, Property owner
Ditimus Too
245 E. North Avenue
Glendale Heights, Illinois 60139
Issued to *
Ditimus Too (Applicant, Property owner)

License description
This property will require a rental inspection in the 2025 rental period. Contact Community Development 630-260-6030 between March 1st and April 15th to schedule the property inspection.

DELETE DRAFT

COMPLETE DRAFT

The draft licensing form will appear so the information can be reviewed, filling in the fields for “Issued by”, “Issued to” and “License description” information that may be required.

Once the information is confirmed and dates correct the “Complete Draft” can be selected.

Licensing

Waiting for payment

1000 SPRUCE ST 1B

PIN

05032110260000

Issued by

Tom Bialas

Date of issuance

-

Valid from

10/25/2024

Expiration date

2/1/2025

Applicant, Property owner

Ditimus Too
245 E. North Avenue
Glendale Heights, Illinois 60139

Issued to

Ditimus Too

License description

This property will require a rental inspection in the 2025 rental period. Contact Community Development 630-260-6030 between March April 15th to schedule the property inspection.

Cloudpermit 

[BACK TO WORKSPACE](#) | [Home](#) / [1000 SPRUCE ST 1B](#) / [Licenses](#)

Staff will see a request to confirm the draft is to be created, after which a confirmation screen with the information will be displayed.

To return to the property address Workspace, click on the address at the top left of the screen.

Licensing

Waiting for payment

1000 SPRUCE ST 1B

PIN

05032110260000

At this point the “Fee & Payments” section must have the bill created selecting the Rental License Fee from the drop down list, notes added as needed, the “Payer” selected for the drop down list, reviewed for accuracy and the “Confirm Bill” checked.

FEES & PAYMENTS

Checks or online payment receipts must be attached to mail in, drop box or counter drop off submissions. Do not send cash in the mail.

ADD LICENSE BILL + **ADD ADDITIONAL BILL +**

DRAFTS (1)

License bill Glendale Heights Licensing Fees - DRAFT

Item	Notes	Quantity	Unit	Unit price	Item total
Rental License(Condominium) Fee	2025 Renewal	1.0		200	\$200.00

BILL TOTAL \$200.00
TOTAL DUE \$200.00

Invoice # Payer: Ditimus Too (Applicant, Property owner)

RESET BILL **REMOVE BILL** **CONFIRM BILL**

FEES & PAYMENTS

Total due **\$200.00** [Close](#)

Checks or online payment receipts must be attached to mail in, drop box or counter drop off submissions. Do not send cash in the mail.

[ADD LICENSE BILL](#)

[ADD ADDITIONAL BILL](#)

UNPAID (1)

License bill		Glendale Heights Licensing Fees - DRAFT				
Item	Notes	Quantity	Unit	Unit price	Item total	
Rental License(Condominium) Fee	2025 Renewal	1.0		200	\$200.00	
					BILL TOTAL	\$200.00
					TOTAL DUE	\$200.00

[DOWNLOAD INVOICE](#)

[CANCEL BILL](#)

[SET AS PAID](#)



Invoice

Workspace of the bill
Address 1000 SPRUCE ST 1B
Municipality Glendale Heights IL, Illinois
Permit number L-2024-18
Cloudpermit ID US-IL29730-L-2024-29

Invoice details
Invoice #
Project phase License bill

Payer
Ditimus Too
245 E. North Avenue
60139 Glendale Heights, Illinois

Item	Notes	Refundable	Quantity	Unit price	Item total	
Rental License(Condominium) Fee	2025 Renewal	No	1.0	\$200.00	\$200.00	
					AMOUNT DUE	\$200.00

If a copy of an invoice is needed it can be printed and provided, i.e., handed over at the counter or mailed.



inbox



image



and mail



mobile

1000 SPRUCE ST 1B: Payment due in Cloudpermit

Glendale Heights IL, Licensing <no-reply@mg.cloudpermit.com>
to me

- ☆ Glendale Heights IL. **1000 SPRUCE ST 1B: Payment due in Cloudpermit** - Hi, The application in Cloudpermit for 1000 SPRUCE ST 1B in Glendale Heights IL has outstanding payments. Amount d... 2:08 PM
 L-2024-18_invoi... +1
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: In review. Click the application... Oct 23
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Changes requested in Cloudpermit - Hi, Glendale Heights IL, Licensing has requested changes to the permit application for 1000 SPRUCE ST 1B in Glend... Oct 23
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: In review. Click the application... Oct 22
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now Submitted - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: Submitted. Click the applicati... Oct 15
- ☆ Cloudpermit. Complete your account registration - Hi, Welcome to Cloudpermit! You are just a few steps away from completing your account setup. Click "Complete registration" below to c... Oct 14

Hi,

The application in Cloudpermit for **1000 SPRUCE ST 1B** in Glendale Heights IL has outstanding payments.

Amount due is \$200.00

Here are the special instructions for the payment:

Checks or online payment receipts must be attached to mail in, drop box or counter drop off submissions. Do not send cash in the mail.

This message has been sent to named Applicant, Payer and Property Owner.

For more details of the payment and breakdown of fees, click the link below and you will be redirected to the application.

[Open application](#)

If the button does not work, copy this [link](#) directly on to your browser.

Please Note: This email has been sent from an address that is not monitored. Replies to this email will not be read or responded to. If you need assistance or wish to get in touch with Glendale Heights IL, Licensing, you can send them a message by logging into Cloudpermit or contacting them separately. Thank you.

The Customer will get the email that the bill is due with the link to Cloudpermit.



Customize your inbox



Change profile image



Import contacts and mail



Get Gmail for mobile

- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now Fee payment - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: Fee payment. Click th... 4:23 PM
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now Ready to issue - Hi, The st
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Payment due in Cloudpermit - Hi, The application in
 - L-2024-18_invoi... +1
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status c
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Changes requested in Cloudpermit - Hi, Glendale H
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now In review - Hi, The status c
- ☆ Glendale Heights IL. 1000 SPRUCE ST 1B: Workspace status is now Submitted - Hi, The status
- ☆ Cloudpermit Complete your account registration - Hi, Welcome to Cloudpermit! You ar

The applicant will then be notified that the license requires payment by an automated email containing the link to “Open Application”.

Cloudpermit

Hi,

The status of the application for **1000 SPRUCE ST 1B** in Glendale Heights IL is now: **Fee payment**.

Click the application link below and you will be redirected to the application.

[Open application](#)

If the button does not work, copy this [link](#) directly on to your browser.

Please Note: This email has been sent from an address that is not monitored. Replies to this email will not be read or responded to. If you need assistance or wish to get in touch with Glendale Heights IL, Licensing, you can send them a message by logging into Cloudpermit or contacting them separately. Thank you.

Cloudpermit

Tasks and requests

Due payment
10/25/2024, 2:08 PM

1000 SPRUCE ST 1B
Permit bill

Requested by
Tom Bialas



Upon signing into their account, the applicant will see there is a task in the “Task and Requests” section of the “My Dashboard”. Clicking the arrow to the right will open the Workspace for payment.

Workspaces (1)

Modify selections to narrow down the Workspace results. No

Search

Q Type and search...

Quick search [EDIT](#)

IN REVIEW

0

PERMITS

0

WAITING FOR PAYMENT

1

DRAFT APPLICATIONS

0

EMPTY

Saved filters

Permit expiry

Results (1)

Map

List



The “Fees & Payments” section will allow the customer to “Pay Online”. Upon selecting that process, the customer will be redirected to the “Converge” payment website. If not paying online the customer will need to provide payment at the counter, over the phone or mailing to Com Dev.

FEES & PAYMENTS

Total due **\$200.00** [Close](#) ^

Checks or online payment receipts must be attached to mail in, drop box or counter drop off submissions. Do not send cash in the mail.

UNPAID (1)

License bill		Glendale Heights Licensing Fees - DRAFT			
Item	Notes	Quantity	Unit	Unit price	Item total
Rental License(Condominium) Fee	2025 Renewal	1.0		200	\$200.00
				BILL TOTAL	\$200.00
				TOTAL DUE	\$200.00

Payer: Ditus Too (Applicant, Property owner)

[DOWNLOAD INVOICE](#) [PAY ONLINE](#) ✓

The “Fees & Payments” section in the Com Dev staff Workspace will change to “Paid Online” for online payments and the Rental License sent via email.

A non-online payment will require staff to take cash, check or credit card payments and documenting the payment method in Cloudpermit.

FEES & PAYMENTS

Checks or online payment received

[ADD LICENSE BILL](#) +

UNPAID (1)

\$200.00 [Close](#) ^

License bill

Glendale Heights Licensing Fees - DRAFT

Item	Notes	Quantity	Unit	Unit price	Item total
Rental License(Condominium) Fee	2025 Renewal	1.0		200	\$200.00
				BILL TOTAL	\$200.00
				TOTAL DUE	\$200.00

Invoice #

Payer: Ditimus Too (Applicant, Property owner)

[DOWNLOAD INVOICE](#)

[CANCEL BILL](#) ↶

[SET AS PAID](#) ✓

FEES & PAYMENTS

Checks or online payment receipts must be attached to

ADD LICENSE BILL + **ADD ADDITIONAL BILL**

UNPAID (1)

License bill

Item	Notes
Rental License(Condominium) Fee	2025 Renewal

Payment information [X]

Payer name in receipt * Date of payment

Ditimus Too (Applicant, v 10/28/2024 [Calendar]

Payment method *

Select payment method v

- Select payment method
- Cash
- Check
- Credit card
- Debit
- E-transfer

Total due **\$200.00** Close ^

Payment information [X]

Payer name in receipt * Date of payment

Ditimus Too (Applicant, v 10/28/2024 [Calendar]

Payment method *

Check v

Additional information

Check #4321

CANCEL **SET AS PAID**

A non-online payment will require staff to take cash, check or credit card payments and documenting the payment method in Cloudpermit. Credit card payments will be taken in Converge.

FEES & PAYMENTS

Close ^

Checks or online payment receipts must be attached to mail in, drop box or counter drop off submissions. Do not send cash in the mail.

PAID (1)

License bill

Marked as paid on 10/28/2024, 9:21 AM Glendale Heights Licensing Fees - DRAFT

Item	Notes	Quantity	Unit	Unit price	Item total
Rental License(Condominium) Fee	2025 Renewal	1.0		200	\$200.00
				BILL TOTAL	\$200.00
				TOTAL PAID	\$200.00

Invoice #

Payer: Ditimus Too

Date of payment: 10/28/2024

[DOWNLOAD INVOICE](#)

[DOWNLOAD RECEIPT](#)

Upon setting the bill as paid Cloudpermit will sent the customer an email indicating the license is issued.



Cu
inb

Gmail for
bile

- ☆ **Glendale Heights IL.** 1000 SPRUCE ST 1B: Your license has been issued in Cloudpermit - Hi, A licence has been issued for your application at 1000 SPRUCE ST 1B in Glendale Heights IL F... 9:21 AM
 L-2024-18.pdf 
- ☆ **Glendale Heights IL.** 1000 SPRUCE ST 1B: Workspace status is now Fee payment - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: Fee payment. Click t...  Oct 25
- ☆ **Glendale Heights IL.** 1000 SPRUCE ST 1B: Workspace status is now Ready to issue - Hi, The status of the application for 1000 SPRUCE ST 1B in Glendale Heights IL is now: Ready to issue. Clic...  Oct 25
- ☆ **Glendale Heights IL.** 1000 SPRUCE ST 1B: Payment due in Cloudpermit - Hi, The application in Cloudpermit for 1000 SPRUCE ST 1B in Glendale Heights IL has outstanding payments. Amount ... Oct 25
 L-2024-18_invoi... 

Glendale Heights IL, Licensing <no-reply@mg.cloudpermit.com>
to me

9:21 AM (6 minutes ago) ☆ 😊 ↶ ⋮

The customer will get a .pdf file with the license, as well as the link to “Open License” which directs them to their Cloudpermit account.

Cloudpermit

Hi,

A licence has been issued for your application at 1000 Spruce St
Glendale Heights IL

For more details and to download the licence, click the link
redirected to the licence.

[Open licence](#)

Please Note: This email has been sent from an address that is not monitored.
Replies to this email will not be read or responded to. If you
to get in touch with Glendale Heights IL, Licensing, you can
logging into Cloudpermit or contacting them separately. This

Cloudpermit

Open with Google Docs

GLENDALE
Village of Glendale Heights
300 Civic Center Plaza
Glendale Heights, IL 60139
Phone : 630.260.6030 / Email: businesslic@glendaleheights.org

This license is non transferable

License Certificate
Rental - Condominium Unit

LICENSE NUMBER:	L-2024-18
LICENSE ISSUED TO:	Ditimus Too
LICENSE VALID FROM:	10/25/2024
LICENSE VALID THROUGH:	02/01/2025
LICENSE ISSUED BY:	Tom Bialas

Please Note: This email has been sent from an address that is not monitored.

One attachment • Scanned by Gmail



Rental - Condominium Unit

1000 SPRUCE ST 1B, Glendale Heights IL

Ditusus Too

DOWNLOAD LICENSE

License status Issued	License number L-2024-18	PIN 05032110260000	Category Rental - Condominium Unit	Date issued 10/28/2024 by Tom Bialas
Issued to Ditusus Too	Valid from 10/25/2024	Expiration Date 2/1/2025		

INSPECTIONS

Close ^

L-2024-18	Licensing (Renewal)
No inspections	

APPLICATIONS

Close ^

Application number	License expiration	Status
L-2024-18	2/1/2025	ISSUED

Upon viewing the property, the customer will see the Rental license record

The Village record in Cloudpermit will reflect that the license is issued.

Reviewer ▼ Permit expiry ▼ 4 x Department

Quick search [EDIT](#)

NEW APPLICATIONS **6** IN REVIEW **5** ASSIGNED TO ME **27**

Results (168)

<p>1000 SPRUCE ST 1B Glendale Heights IL, Illinois Rental - Condominium Unit - Single Family Rental (Licensing)</p> <p>Applicant Ditimus Too Owner Ditimus Too Assigned to Tom Bialas Updated 40 minutes ago</p> <p>ISSUED L-2024-18</p> <p>OPEN WORKSPACE</p>	<p>260 CIVIC CENTER PLAZA Glendale Heights IL, Illinois Rental - Single Family Dwelling - Single Family Rental (Licensing)</p> <p>Applicant Ditimus Dog Owner Jennifer Hopwood Assigned to Tom Bialas Updated 2 weeks ago</p> <p>ISSUED L-2024-17</p> <p>OPEN WORKSPACE</p>	<p>333 E FULLERTON Glendale Heights IL Rental - Single Family Rental (Licensing)</p> <p>Applicant Owner Assigned to Updated 2 weeks ago</p> <p>ISSUED L-2024-16</p> <p>OPEN WORKSPACE</p>
<p>300 CIVIC CENTER PLAZA Glendale Heights IL, Illinois Rental License - Single Family Rental (Licensing)</p>	<p>264 PADDOCK CIR Glendale Heights IL, Illinois Rental - Single Family Dwelling - Single Family</p>	<p>365 PAYSON CIR Glendale Heights IL Rental License - Single Family Rental (Licensing)</p>

Create a new application

Category

Location

Select category, type and target for your application

Good to know

Describe the purpose of your application with the category, work type, and work target selections. Click on each category to see detailed definition of the category.

Category

- Renewal/Rebid
- Public Event
- Rental - Apartment Complex
- Rental - Condominium Complex
- Rental - Condominium Unit
- Rental - Single Family Dwelling
- Tobacco - Sales
- Tobacco - Sales and Ingestion
- Vacant Building

Work type

- New
- Renew

Good to know

Rental License Renewal Notice for 2025 Single Family Notice

The Village of Glendale Heights is committed to protecting, preserving and promoting public health. Rental property owners must obtain an annual license. Your 2025 Rental License Renewal application is due on the following dates:

The following items must be submitted to be considered a complete application in order to be completed and updated Rental License Renewal Notice / Invoice:

The invoice must be updated with accurate owner information, including an email address and:

License Fee

The non-refundable, annual license fee for single family homes, duplexes and townhomes is \$3

Schedule an inspection

If you submit your license application in person, you must schedule the property inspection at 1 between March 1, 2025 and April 15, 2025 to schedule your annual inspection. Owners are responsible for scheduling the inspection.

Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding

You need additional copies of the Village of Glendale Heights Crime Prevention Partnership Manual. The lease addendum (available online or at the Village) must be incorporated into the lease and

The deadline to obtain the rental license is February 1, 2025, including submitting all required the inspection by April 15, 2025 may result in issuance of a citation.

Late Fee: All renewal notices/invoices received February 2, 2025 or later will incur a late fee of \$25 per month until the completed application and fee is received. Returned or subject to monthly 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 corrected, the property may be subject to citations and fines.

Re-inspection Fee: 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. Inspections may not be rescheduled until 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. No application, pay the fee and participate in the Crime Prevention Partnership Program. The deadlines noted above you may be cited and found in violation of the Village Code.

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.

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.

Initialization of application

I am the applicant Create application on behalf of customer Application already submitted (e.g. by paper or email)

Select who you are applying for

Select person or business

CANCEL

BACK

NEXT →

Reminder: While the goal is for customers to establish their account and record, staff can create license records for customers. However, an email address will be required as Cloudpermit will be required to be used.

Those properties requiring an inspection in the rental license year will need to contact Community Development to schedule the appointment.