Multi-Family License 2020

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 2020 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](http://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, 2020. 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.
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, 2020.

Reference Code Title 10, Chapter 14, Article A

MULTI-FAMILY RENTAL PROPERTY LICENSE/RENEWAL APPLICATION – 2020

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: ______________________________________________________ Emergency Contact
Contact Street Address: _______________________________________________ Property Manager
Contact City, State, Zip: _______________________________________________ Authorized Agent
Contact 24 Hour Phone: _______________________________________________
Contact Email: _______________________________________________________

Does the Managing Agent have authority to rent, manage and make expenditures?  Yes No (circle one)

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:

<table>
<thead>
<tr>
<th>CURRENT FEE:</th>
<th>$</th>
<th>RE-INSPECT FEE:</th>
<th>$</th>
<th>PAST DUE FEE:</th>
<th>$</th>
<th>LATE FEE:</th>
<th>$</th>
<th>TOTAL DUE:</th>
<th>$</th>
</tr>
</thead>
</table>

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, 2020.

Reference Code Title 10, Chapter 14, Article A
MULTI-FAMILY SUPPLEMENTAL INFORMATION – 2020
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)

<table>
<thead>
<tr>
<th>Bedroom 1: ___ X ___</th>
<th>Bedroom 4: ___ X ___</th>
<th>Kitchen: ___ X ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedroom 2: ___ X ___</td>
<td>Living Room: ___ X ___</td>
<td>Dining Room: ___ X ___</td>
</tr>
<tr>
<td>Bedroom 3: ___ X ___</td>
<td>Family Room: ___ X ___</td>
<td>Other: ___ X ___</td>
</tr>
</tbody>
</table>

**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)

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**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: ___________________________________________
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.

Owner: List all relevant rental property addresses:

1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________
5. ______________________________________
6. ______________________________________
7. ______________________________________
*Attach list of any additional properties if needed.

(Date)

Subscribed and Sworn before me on:

this _________, day of ______________, 20 _______

Notary Signature

OFFICE USE ONLY

☐ Single-Family Rental  10-14A-4  ☐ Multi-Family Rental  10-14b-4

Date Received:
Received by:
Initials:  ID#:  

REVISED 10/2019