



Multi-Family License

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 2023 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 each year. 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 2 - _____ RENTAL LICENSE #

MULTI-FAMILY RENTAL PROPERTY LICENSE/RENEWAL APPLICATION
THIS FORM MUST BE FILLED OUT IN ENTIRETY OR WILL BE RETURNED

Rental Property Address: _____, Glendale Heights, IL 60139
 Permanent Parcel Number (PIN): _____

<p>OWNERSHIP INFORMATION</p> <p>Owner Name: _____</p> <p>Owner Street Address: _____</p> <p>Owner City, State, Zip: _____</p> <p>Owner Home/Cell Phone: _____ Owner 24 Hour Phone: _____</p> <p>Owner Email: _____</p> <p>* Please attach Additional Ownership Information on a separate sheet.</p>

<p>EMERGENCY CONTACT/ MANAGEMENT/AGENT INFORMATION</p> <p>Contact Name: _____</p> <p>Contact Street Address: _____</p> <p>Contact City, State, Zip: _____</p> <p>Contact 24 Hour Phone: _____</p> <p>Contact Email: _____</p> <p>Does the Managing Agent have authority to rent, manage and make expenditures? _____</p>	<p>CIRCLE All That Apply- This is::</p> <p>Emergency Contact _____</p> <p>Property Manager _____</p> <p>Authorized Agent _____</p> <p>Yes No (circle one)</p>
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<p>HOMEOWNERS ASSOCIATION (IF APPLICABLE)</p> <p>Name: _____</p> <p>Street Address: _____</p> <p>City, State, Zip: _____</p> <p>Home/Cell Phone: _____ Owner 24 Hour Phone: _____</p> <p>Email: _____</p>
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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 _____ Date _____
 Property Owner Signature or Authorized Agent

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 each year.
 Reference Code Title 10, Chapter 14, Article A



MULTI-FAMILY SUPPLEMENTAL INFORMATION

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: (_____) _____

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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: (_____) _____

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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.

 (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#:

Additional 2023 Multi-Family License/Registration Information

Submittal Requirements

Submission must include the following or it will be considered non-compliant, resulting in late fees and fines.





- Signed registration/renewal invoice. Make corrections as necessary.
- Tenant or Owner mailing list by unit.
- Payment or GovPayNow.com receipt of payment if paying online.

Submission Options:

- DO NOT submit via the Village Water Billing Lockbox. Funds will not be applied to rental licenses.
- Mail. Renewals must be postmarked BEFORE February 1 or late fees apply.
- Email, only after complying with credit card online payment requirements.
- Facsimile, only after complying with the credit card online payment requirements.
- In person at the Community Development counter at Village Hall. *Masks are required in the building.

Payment Options:

- DO NOT submit via the Village Water Billing Lockbox. Funds will not be applied to rental licenses.
- Check, made payable to the “Village of Glendale Heights”.
- Cash, in person at the Community Development counter. (Please do not mail cash.)
- Credit card, in person at the Community Development counter. (No American Express.)
- Credit card, online at www.GovPayNow.com.
 - On GovPayNow.com, use Pay Location Code (PLC#) **a004xe**.
 - For the “*Location Control Account #” entry field, use the Control Number displayed here: **“MFLR2023”**.
 - After paying online, the GovPayNow receipt confirmation must accompany the renewal submission.
 - If the completed licensing/registration renewal packet is not received at Community Development within 14 days after the online transaction, the payment will be rejected and a resubmitted online payment will result in an additional convenience charge.

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

Special requirements for email/facsimile submissions:

- Designate the subject line as “2023 Glendale Heights Multi-Family License/Registration Renewal”.
- Include the address/addresses of the properties in the body of the email/fax cover.
- Be sure to scan the email submission as a digital portable document format or .pdf file format.
- Arrange the .pdf/fax with the GovPayNow receipt first, followed by the signed renewal invoice.
- Email the submission to rentallic@glendaleheights.org, or fax submittals to **(630) 260-1317**.

Inspection scheduling is REQUIRED:

Inspections will be scheduled at time of application & payment in person. If renewal is received via the mail or online, you must call 630-260-6030 between March 1 and April 15 to schedule the annual inspection. Failing to schedule the annual inspection will result in fines.

COVID Information

Due to the current pandemic, the Village of Glendale Heights is observing the following inspection protocol:

- **Only** one other person in addition to the inspector shall be on the property.
- Social distancing guidelines of six feet of separation must be observed.
- Masks are required.
- The inspector will be wearing Personal Protective Equipment (PPE) during the inspection.
- The inspection will not be conducted if these requirements are not met or someone in the home is visibly ill.



Village of Glendale Heights Rental Property Crime Prevention Partnership Landlord and Manager Meetings



2023 Meeting Dates:		Topic
January	1/25/2023	Rental Property Crime Prevention Program Review
April	4/26/2023	Landlords & Tenants
August	8/23/2023	Nuisance Ordinance
October	10/25/2023	Rental Licensing & Renewal