



## Rental License Application

## Single Family Notice

The Village of Glendale Heights is committed to protecting, preserving and promoting public health, safety and welfare in our community as a whole. As part of this commitment, the Village requires that each owner of rental property obtain an annual license. The Rental License Renewal application is on the reverse side of this letter.

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

- **Completed and updated Rental License Application**  
The application must be submitted with accurate owner information, including an email address and 24 hour phone number.
- **License Fee**  
The non-refundable, annual license fee for single family homes, duplexes and townhomes is \$300; condominiums are \$200.
- **Schedule an Inspection**  
If you submit your license application in person, you must schedule the property inspection at that time. If the application is mailed in or submitted online, please allow 14 days for processing. Call 630-260-6030 between March 1<sup>st</sup> and April 15<sup>th</sup> to schedule your annual inspection. Owners are responsible for coordinating the inspections with their tenants.
- **Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding and Compliance Form**  
Please confirm with your inspector AT THE INSPECTION, that you have a signed form on file. If you need additional copies of the Village of Glendale Heights Crime Prevention Partnership Manual, it is available online at [www.glendaleheights.org](http://www.glendaleheights.org).

The lease addendum (available online or at the Village) must be incorporated into the lease and signed by the tenant. The lease must be presented to code enforcement or law enforcement officers upon request.

**The deadline to obtain the rental license is February 1 of each year** including submitting all required documentation, and paying all current and past due fees. Failure to obtain a license by February 1<sup>st</sup> and scheduling the inspection by April 15<sup>th</sup> may result in issuance of a citation.

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

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 addressed, BOTH Owners and Managers are subject to citations and fines.

**Re-Inspection Fees:** A \$75 fee will be assigned to all properties that cancel the day of the inspection; no one is present for the inspection; or the inspection cannot be performed due to property conditions. Re-inspections may not be rescheduled until fee is paid.

The Village looks forward to working with property owners and managers to ensure that the Village of Glendale Heights continues to be a safe, well-maintained community. However, if you do not submit the required application, pay the fee and participate in the Crime Prevention Partnership Program by the deadlines noted above you may be cited and found in violation of the Village Code.

If you have any questions, please call the Community Development Department at 630-260-6030.

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

# Additional Rental License Information

## Submittal Requirements

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

- Signed renewal invoice as corrected.
- Payment or GovPayNow.com receipt of payment if paying online.

## Submission Options:

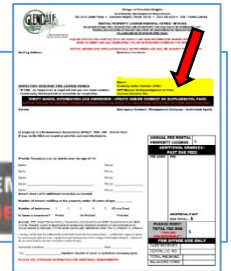
- Mail.
- Email, only after complying with credit card online payment requirements.
- Facsimile, only after complying with the credit card online payment requirements.
- In person at the Community Development counter at Village Hall.

## Payment Options:

- 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](http://www.GovPayNow.com).
  - On GovPayNow.com, use Pay Location Code (PLC#) a004xe.
  - For the “\*Location Control Account #” entry field, use the number displayed on the renewal notice.
  - After paying online, the GovPayNow receipt confirmation must accompany the renewal submission.
  - If the completed licensing/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.

Email:  
Property Index Number (PIN):  
CPP Manual Acknowledgment on File:  
License Account No: **123456**

UPDATE AND/OR CORRECT ON SUPPLEM  
RESULT IN VIOLATIONS RESULTING IN FIN



VISA  MasterCard  Discover  American Express  or Debit  accepted.

## Special requirements for email/facsimile submissions:

- Designate the subject line as “[year] Glendale Heights Rental License Renewal” & include the address/addresses of the rental property/properties.
- 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](mailto:rentallic@glendaleheights.org), or fax submittals to **(630) 260-1317**.

## Inspection scheduling:

Please call 630-260-6030 between March 1 and April 15 to schedule your rental inspection, unless submitting your application in person and the inspection will be scheduled at that time. Failing to schedule inspections will result in fines.

## Information

The Village of Glendale Heights is observing the following inspection protocol for sick occupants regarding inspections:

- Owners/Tenants must reschedule inspections if ill and/or upon testing positive for illness including Covid or having recent exposure to Covid.
- The inspector may be wearing Personal Protective Equipment (PPE) during the inspection.
- The inspection will not be conducted if someone in the home is visibly ill.



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



*Contact Community Development for dates and agenda topics*

**REMINDER – Ensure all email address information provided is accurate and legible.  
Applications must be complete or they may be returned, late fees will apply.**

**THIS FORM MUST BE FILLED OUT ENTIRELY 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:	_____
<b>* Please attach Additional Ownership Information / LLC paperwork on a separate sheet.</b>	

EMERGENCY CONTACT / MANAGEMENT / AGENT INFORMATION	CIRCLE ALL THAT APPLY:
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 the authority to rent, manage and make expenditures?	Yes No (circle one)

HOMEOWNER ASSOCIATION INFORMATION – WHEN APPLICABLE
Homeowner’s Association Name & Contact : _____
Homeowner’s Association Street Address: _____
Homeowner’s Association City, State, Zip: _____
Homeowner’s Association Phone: _____
Homeowner’s Association Email: _____

TENANT INFORMATION - List all adults over the age of 18. Attach sheet with additional tenant(s).
Tenant Name: _____ Phone: ( ) _____
Tenant Name: _____ Phone: ( ) _____
Tenant Name: _____ Phone: ( ) _____
Tenant Name: _____ Phone: ( ) _____
Number (#) of Minors residing at property, under the age of 18: _____

PROPERTY INFORMATION - Circle which applies
NUMBER OF BEDROOMS: (1) ONE (2) TWO (3) THREE (4) FOUR (5) FIVE
IS THE BASEMENT FINISHED? PARTIALLY FULLY UN-FINISHED NO BASEMENT

If a corporation owns this property, documentation must be provided regarding authorization to sign.  
 All of the information provided above is true and accurate to the best of my knowledge:  
 X \_\_\_\_\_  
 Property Owner Signature or Authorized Managing Agent Date

OFFICE USE
RENTAL LICENSE #

ANNUAL FEE: Single Family Homes, Townhomes and Duplexes are \$300. Condominiums are \$200.  
 \*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

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



**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:

AFFIX NOTARY SEAL HERE:

this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
 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#:

**LEAVE BLANK  
FOR  
DOUBLE SIDED  
PRINTING**

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



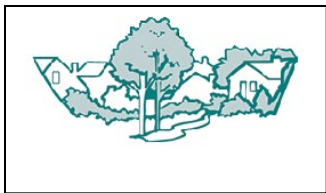
**The Lease Addendum is required  
to fulfill Ordinance requirements.**

Those changes included:

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

**Remember: Failing to provide the record of the signed Addendum as required is a violation of the Village Code.**

**(5-2-4,B.1.)**



# Village of Glendale Heights Rental Property Crime Prevention Partnership Lease Addendum

Address: \_\_\_\_\_, Glendale Heights, IL. 60139

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

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

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

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

The maximum occupancy restriction for this property is \_\_\_\_\_ occupants.

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

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

Print Name Tenant 1: \_\_\_\_\_

Print Name Tenant 2: \_\_\_\_\_

Signature Tenant 1: \_\_\_\_\_

Signature Tenant 2: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name Tenant 3: \_\_\_\_\_

Print Name Tenant 4: \_\_\_\_\_

Signature Tenant 3: \_\_\_\_\_

Signature Tenant 4: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Print Landlord Name: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_

( ) Landlord or ( ) Legal Representative

Date: \_\_\_\_\_