Rental License Notice for 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 rental property obtain an annual license. Your 2020 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 Rental License Application**
  The license application must be **completely** filled out. Incomplete applications will be returned. Returned incomplete applications are subject to late fees.

- **License Fee**
  The non-refundable, annual license fee for single family homes, duplexes and townhomes is $300; condominiums are $200.

- **Schedule an Inspection**
  You must schedule an inspection of the property when you submit the license application. If application is mailed in, please call 630-260-6030 to schedule your annual inspection. Allow 5 days for processing. Owners are responsible for coordinating the inspections with their tenants.

- **Rental Property Crime Prevention Partnership Manual Acknowledgement of Understanding and Compliance Form**  
  MUST BE NOTARIZED – The Village of Glendale Heights has a crime prevention partnership program. Among other valuable tools, the program holds owners/property managers accountable for tenant nuisance and criminal behavior. The manual is available online at [www.glendaleheights.org](http://www.glendaleheights.org) or at the Community Development Department front counter.

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, 2020**, including submitting all required documentation, paying all current and past due fees and scheduling the inspection. Failure to obtain a license by February 1, 2020 may result in issuance of a citation.

**Late Fees:** All applications received February 2, 2020 or later will incur a late fee of $25 per month until the completed application is received. Returned incomplete applications are subject to 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 a utility bill to show it is owner occupied.
Rental Property Address: Glendale Heights, IL 60139
Permanent Parcel Number (PIN)

**OWNERSHIP INFORMATION**

<table>
<thead>
<tr>
<th>Owner Name:</th>
<th>Owner Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner City, State, Zip:</td>
<td></td>
</tr>
<tr>
<td>Owner Home/Cell Phone:</td>
<td>Owner 24 Hour Phone:</td>
</tr>
<tr>
<td>Owner Email:</td>
<td></td>
</tr>
</tbody>
</table>

* Please attach Additional Ownership Information / LLC paperwork on a separate sheet.

**EMERGENCY CONTACT / MANAGEMENT / AGENT INFORMATION**

CIRCLE ALL THAT APPLY:

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Contact Street Address:</th>
<th>Contact City, State, Zip:</th>
<th>Contact 24 Hour Phone:</th>
<th>Contact Email:</th>
<th>Does the Managing Agent have the authority to rent, manage and make expenditures?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized Agent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HOMEOWNER ASSOCIATION INFORMATION – WHEN APPLICABLE**

<table>
<thead>
<tr>
<th>Homeowner’s Association Name &amp; Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeowner’s Association Street Address:</td>
</tr>
<tr>
<td>Homeowner’s Association City, State, Zip:</td>
</tr>
<tr>
<td>Homeowner’s Association Phone:</td>
</tr>
<tr>
<td>Homeowner’s Association Email:</td>
</tr>
</tbody>
</table>

**TENANT INFORMATION**

- List all adults over the age of 18. Attach sheet with additional tenant(s).

<table>
<thead>
<tr>
<th>Tenant Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Name:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Tenant Name:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Tenant Name:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

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

**PROPERTY INFORMATION**

- Circle which applies

<table>
<thead>
<tr>
<th>NUMBER OF BEDROOMS:</th>
<th>(1) ONE</th>
<th>(2) TWO</th>
<th>(3) THREE</th>
<th>(4) FOUR</th>
<th>(5) FIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS THE BASEMENT FINISHED?</td>
<td>PARTIALLY</td>
<td>FULLY</td>
<td>UN-FINISHED</td>
<td>NO BASEMENT</td>
<td></td>
</tr>
</tbody>
</table>

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

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

OFFICE USE

RENTAL LICENSE #

INVOICE - OFFICE USE TAKEN IN BY:

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

<table>
<thead>
<tr>
<th>Owner: List all relevant rental property addresses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________________________________</td>
</tr>
<tr>
<td>2. __________________________________________</td>
</tr>
<tr>
<td>3. __________________________________________</td>
</tr>
<tr>
<td>4. __________________________________________</td>
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<tr>
<td>5. __________________________________________</td>
</tr>
<tr>
<td>6. __________________________________________</td>
</tr>
<tr>
<td>7. __________________________________________</td>
</tr>
</tbody>
</table>

*Attach list of any additional properties if needed.

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
LEAVE BLANK
FOR
DOUBLE SIDED PRINTING
Significant changes to the required Lease Addendum occurred in 2017 and are enforced.

The Lease Addendum is required to fulfill Ordinance requirements.

Those changes included:

- Lease agreements shall include the new Addendum as of January 1, 2018.
- Language in the lease is required by the Nuisance Ordinance (5-2-1 et seq.)
- Disclosure of the maximum occupancy of the property on the Addendum required.
- A tenant acknowledgment statement with individual tenant signature required.
- A landlord/legal representative acknowledgment statement with signature required.
- The signed Lease Addendum must be retained by the landlord/legal representative.
- A signed Lease Addendum must be provided to law enforcement and code enforcement officials upon demand.

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

(5-2-4,B.1.)
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: __________________

Print Name Tenant 3: _____________________________  Print Name Tenant 4: _____________________________
Signature Tenant 3: _____________________________  Signature Tenant 4: _____________________________
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: __________________