

CITY OF WEST CHICAGO

Residential Rental License

Submittal Checklist

NOTE: To ensure issuance of your rental license, the following information must be provided at the time of submittal of your application. Please confirm that all required information is included with your submittal by checking the appropriate boxes below.

- Completed application w/ signature of titleholder.
- 24 hour emergency contact information.
- If applicable, a copy of the written management agreement between the owner and the managing agent. If no written agreement exists, please attach an executed statement setting forth the terms of the managing agents authority to rent, manage, make expenditures.
- If applicable, a statement of the janitor's or engineer's authority to maintain and repair the rental property and its systems, including emergency repairs.
- If applicable, copies of current fire-alarm and emergency-lighting test results.
- If applicable, a copy of the elevator service contract.
- A copy of a plan evidencing what improvements, renovations and/or replacements are budgeted for the license year.
- A copy of the deed for the rental property.
- Completed emergency plan. See attached form.
- Full payment of all outstanding monies due.
- Statement indicating no outstanding code violations.

License No. _____
Inspection Month _____



City of West Chicago Application Rental Property License

(Please type or print clearly)

COMPLEX NAME (if applicable): _____

RENTAL PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

1. LEGAL OWNER(S) INFORMATION

NAME: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

24-HOUR EMERGENCY CONTACT

NAME: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK/CELL: _____ HOME: _____

If ownership is in a trust, please attach to this application a certified copy of a trust disclosure, including the name and address of each person(s) holding a beneficial interest and/or power of direction therein.

2. MANAGING AGENT INFORMATION

In the event that the owner of the rental property resides more than 30 miles outside the corporate limits of the city, the owner shall appoint a managing agent that:

1. Has an office at the multiple family dwelling with regular business hours; or,
2. Lives at the multiple family dwelling and has regular business hours thereat; or,
3. Has an office or is otherwise available within the corporate limits of the city during regular business hours; or,
4. Has a residence or office no more than 30 miles outside the corporate limits of the city.

A managing agent shall be authorized to receive notices and process on behalf of the owner.

NAME: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

24 HOUR EMERGENCY TELEPHONE NUMBER _____

Please attach to this application, a copy of the written management agreement between the owner and the managing agent. If no written agreement exists, please attach an executed statement setting forth the terms of the managing agents authority to rent, manage, make expenditures.

3. REGISTERED AGENT OR PERSON ASSIGNED TO THE RENTAL PROPERTY (if corporation, LLC or LLP)

If the Managing Agent is other than a natural person, please fill out the following section:

NAME: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

Every owner shall report to the Community Development Director any change in the designation of any agent, at least seven (7) days prior to such change.

4. JANITOR, ENGINEER OR MAINTENANCE PERSON(S) RESPONSIBLE FOR MAINTENANCE OF THE RENTAL PROPERTY HEATING, COOLING, PLUMBING, AND ELECTRICAL SYSTEMS

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

Attached to the application shall be a statement of the janitor(s) or engineer(s) authority to maintain and repair the rental property and its systems, including emergency repairs.

5. PERSON(S) RESPONSIBLE FOR MAINTAINING THE (EXTERIOR) COMMON AREAS, INCLUDING PARKING LOTS, SIDEWALKS, LANDSCAPING ETC.

NAME: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

6. PERSON(S) OTHER THAN THOSE LISTED ELSEWHERE ON THIS APPLICATION, IF ANY, HAVING AUTHORITY TO MAKE ANY DECISION WITH RESPECT TO THE MANAGEMENT OR MAINTENANCE OF THE RENTAL PROPERTY

NAME: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

Please attach to this application, a written statement of this person's authority to manage, lease and/or maintain the multiple-family dwelling.

7. CONTRACTOR PROVIDING SERVICES FOR FIRE ALARM AND EMERGENCY LIGHTING SYSTEM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

Please attach to this application a copy of the most recent fire alarm test results and a copy of the service contract.

8. CONTRACTOR PROVIDING SERVICES FOR ELEVATOR

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS - WORK: _____ HOME: _____

Please attach to this application a copy of the service contract.

9. PROPOSED ANNUAL IMPROVEMENTS

Please attach to this application, a copy of a plan evidencing what improvements, renovation(s) and/or replacements are budgeted for the license year.

10. DEED

Please attach a copy of the deed to the rental property.

11. LICENSE FEES

Each application for license shall be accompanied by a base license fee. The license fee shall be determined by the following schedule:

<u>Number of Units Owned</u>	<u>Base License Fee</u>
Single Family, 2 Flats, Townhouses	\$210.00 Per Building
Condominiums	\$210.00 Per Unit
Multiple Family Buildings	\$210.00 Per Building and \$25 Per Unit

The annual required license fee for a rental shall include a base license fee as detailed above plus, if applicable, any money owed by the applicant to the city for any purpose whatsoever and any outstanding fees, costs or charges associated with the rental dwelling for which a license is sought.

Any partial payment shall first be applied to outstanding debt associated with either the applicant or with the rental property for which a license is sought.

If a completed license application is not submitted together with the annual required license fee prior to January 1 in any given year, the base license fee shall be increased by an additional twenty (20) percent on the first day of each subsequent month, until such time as a complete license application and the required license fee is paid. In the event that said application, along with the required license fee, is not filed as provided herein, said license shall, at the discretion of the city, not be issued.

12. **NUMBER OF UNITS IN RENTAL PROPERTY:** _____

13. **NUMBER OF BUILDINGS IN COMPLEX** (if applicable): _____

14. **FEES**

LICENSE FEE: _____ AMOUNT ENCLOSED: _____

DATE: _____ CHECK NUMBER: _____

BALANCE DUE JULY 1 (if applicable): _____

15. **SIGNATURES**

I, the undersigned, hereby certify that:

- (A) The information submitted in this application is an accurate representation of the facts at the date of application.
- (B) I have read and understand Chapter 9, Article XV of the City Code pertaining to the licensing and inspection of residential rental properties, which has been made available to me via the City's website or I have requested, in writing, that a hard copy be provided to me.
- (C) I will not violate any of the ordinances of the City.
- (D) I irrevocably consent to the City's and its inspectors' entry upon any and all portions of the licensed rental property for purposes of making the inspections required and/or permitted under Chapter 9, Article XV of the City Code, including the right to inspect individual dwelling units.
- (E) I irrevocably consent and agree to pay (1) any money owed to the city for any purpose whatsoever and any outstanding, fees, costs or charges associated with any rental dwelling in the City for which I am the applicant; and (2) all enforcement costs provided for by Chapter 9, Article XV of the City Code.

(Signature of Legal Title Holder)

Please sign your name clearly on the first line and print your name clearly on the second line.

Signature: _____ Date: _____

Print Name Here: _____

*Please fill out the following *Emergency Action Plan* completely or your application will be considered incomplete.

Property Owner's Name _____

Property Owner's Address _____

Property Owner's Phone Number _____

Rental Property Address _____

Emergency Action Plan Details

I) Immediate Shelter Resources:

Shelter's Name _____

Address _____

II) Contact information for short term (1-2 days) displacement (housing, food, clothing, etc.):

Name _____ Phone Number _____

Name _____ Phone Number _____

III) Contact information for long term displacement (housing, food, clothing, etc.):

Name _____ Phone Number _____

Name _____ Phone Number _____

IV) Contact information for emergency board-up services:

Company Name _____ Phone Number _____

Company Name _____ Phone Number _____

V) Long term displacement property owner lease policy: _____
