



## RENTAL RESIDENTIAL LICENSE APPLICATION

### FOR OFFICE USE ONLY

FORM UPDATED 07/06/2022

License Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_

License Number \_\_\_\_\_ Control Number \_\_\_\_\_

F:\COMMUNITY\_DEVELOPMENT\FORMS, APPLICATIONS & HANDOUTS\CODE ENFORCEMENT\RENTAL LICENSE\RENTAL LICENSE APPLICATION.DOCX

### APPLICATION INFORMATION

1. Property Address (and Units Numbers (s) if applicable) \_\_\_\_\_

2. Property Owner's Name \_\_\_\_\_

3. Property Owner's Address \_\_\_\_\_

4. Property Owner's Email Address \_\_\_\_\_

5. Property Owner's Phone Numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_

*Application must include full legal name, address, e-mail address, home, work, and cell phone numbers of each and every owner of a rental property (§6.37.050 A.1. of the Elgin Municipal Code, 1976, as amended). Attach additional forms as necessary.*

6. Additional Owner's Name \_\_\_\_\_

7. Additional Owner's Address \_\_\_\_\_

8. Additional Owner's Email Address \_\_\_\_\_

9. Additional Owner's Phone Numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_

*In the case of rental residential property owner whose principal residence is outside of the state of Illinois and who cannot personally respond to a property complaint within 24 hours of notice of a violation, said owner must provide the name, address, e-mail address, and all phone numbers of his/her authorized agent with authority for receipt of service or notice of a violation of the provisions of this Chapter (§ 6.37.050 A.4. of the Elgin Municipal Code, 1976, as amended).*

10. Agent/Manager's Name \_\_\_\_\_

11. Agent/Manager's Address \_\_\_\_\_

12. Agent/Manager's Phone Numbers (home) \_\_\_\_\_ (work) \_\_\_\_\_

13. Agent/Manager's Email Address \_\_\_\_\_

CONTINUED ON NEXT PAGE→

14. Landlord Training Class Completed by Owner(s)? (Yes )\*\* (No   
 Landlord Training Class Completed by Manager? (Yes )\*\* (No   
 \*\*Copy of training class certificate **MUST** be attached if not already on file with the City of Elgin.

Other Properties Owned/Managed in Elgin \_\_\_\_\_

15. Send Renewals and Licenses To? (Property Owner ) **OR** (Agent/Manager )

**PROPERTY INFORMATION**

16. Building Type (Detached Single-Family Home ) (Other   
 17. Year Built (Before 2000 ) (During or After 2000   
 18. Building Ever Previously Occupied? (Yes ) (No   
 19. Numbering of Dwelling Units on Property \_\_\_\_\_  
 20. Is/Are Dwelling Unit(s) Occupied Now? (Yes, All ) (Some ) (None   
 21. Number of Paved, Off-Street Parking Spaces (Include Garage Spaces) \_\_\_\_\_  
 22. Special Instructions (e.g. Location of Entrance for Unit, Gated Access Code and/or Instructions, Etc.) \_\_\_\_\_

**DWELLING UNIT INFORMATION & ROOM MEASUREMENTS**

*Complete this section when the application pertains to ONLY ONE DWELLING UNIT. Where the application pertains to more than one dwelling unit, skip this section and complete and attach the separate "additional Dwelling Unit Room Measurements" form for ALL units.*

Adult Tenant Name(s) \_\_\_\_\_

Kitchen (L X W) \_\_\_\_\_ Bedroom (L X W) \_\_\_\_\_

Dining Room (L X W) \_\_\_\_\_ Bedroom (L X W) \_\_\_\_\_

Living Room (L X W) \_\_\_\_\_ Bedroom (L X W) \_\_\_\_\_

Other (L X W) \_\_\_\_\_ Bedroom (L X W) \_\_\_\_\_

Total Square Feet of All Habitable Rooms \_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

*By my signature below, I attest that the information provided herein is true and correct to the best of my knowledge. Also, I understand and acknowledge that, whenever ownership of this rental residential property changes and/or the agent/manager changes, the property owner(s) is required to file an updated written application within thirty (30) day of such changes.*

\_\_\_\_\_  
 Property Owner Date

**APPLICATION SUBMITTAL & CONTACT INFORMATION**

SEND COMPLETE APPLICATION AND PAYMENT in person, by mail, by e-mail, or by fax to:

Jabez, Etienne, Rental License Manager  
 City of Elgin Neighborhood Services Department  
 150 Dexter Court, Elgin 60120-5555  
 (630) 574-4449 voice / (847) 931-6790 fax  
 Etienne\_j@cityofelgin.org

**END OF APPLICATION**