**Residential Rental License Application**

INFORMATION & REQUIREMENTS

**Please use this cover page as a guide to completing the attached Residential Rental License Application. Failure to comply with these requirements will result in your application being unaccepted and returned.**

Prior to completing the application, please read the *Information Packet* and Article 37 of the City of Country Club Hills Municipal Code regarding Residential Rental License provisions.

Per Section 13.37.7D-E of the Residential Rental License Ordinance, proof of a **Criminal Background Check** and **Property Maintenance service** may be requested by the City at the time of inspection.

Application Instructions

1. Applications should be completed legibly in Print or Typed. No cursive handwriting.
2. One property address per application with Tax PIN included.
3. Include: Street, Place, Avenue, Court, etc (Many properties have the same street number and name)
4. Multi-Housing Units must include the Unit Number (i.e Hampton Court Condos)
5. Property manager information is required if the residence is managed by anyone other than the property owner and/or if the property owner resides outside a 30-mile radius of Country Club Hills.
6. No P.O Boxes
7. If the property is owned by a company or under a business name, both the business name and applicant's name (owner) must be included on the application.
8. Completed Rental License applications should be returned to City Hall (4200 W. Main Street, Country Club Hills, IL 60478).

**Applications must be submitted in person. Applications submitted via mail, email or fax will not be accepted. NO EXCEPTIONS**

Completing this application does not guarantee that you will receive an annual Rental License. You must comply with all requirements and have no outstanding debt in the City of Country Club Hills. Annual Rental Licenses are non-transferable. Issuance of a Rental License does not mean a unit is approved for occupancy. Rental Licenses and Occupancy Permits are issued separately. You must apply for an Occupancy Permit before renting to a new tenant.

**Applications that are not completed accurately and in full will not be accepted. By completing this application, you acknowledge that you understand and agree to all the above conditions.**

# Residential Rental License Application

**Please Print or Type Only**
**One Property Per Application**
***Required Information**

☐ Initial / New

☐ Renewal

***License Year**

## RENTAL PROPERTY

*Address: _____ Unit #:_____*PIN: ___ ___-___ ___-___ ___ ___-___ ___ ___-___ ___ ___ ___

## PROPERTY OWNER

*Name(s): _____

*Home/Office Address: _____*City:_____*State:_____

*Zip:_____*Phone:_____ Business Name:_____

## PROPERTY MANAGEMENT / AGENT

**If this unit is managed by anyone other than the property owner please provide the following required information.**

Manager / Agent Name:_____Phone:_____

Address:_____City:_____State:_____ Zip:_____

**FOR OFFICE USE ONLY**

| | | |
|---|---|---|
| Date Paid: | Seminar Completed Date: | Approved By: |
| Amount Paid: | Inspection Completed Date: | License Number: |
| Background Check: YES__NO__ | Property Maintenance: YES____ NO____ | |
| Fines/Liens: YES_____NO_____ | Fines/Liens Amount(s): | |

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