



RENTAL PROPERTY REGISTRATION APPLICATION

VILLAGE OF ROUND LAKE PARK ORDINANCE CHAPTER 154A

Office Use Only

Certificate # RR 16

RENTAL ADDRESS: * _____

PARCEL: ** _____

* If you are registering multiple addresses, (or if there are multiple addresses on one parcel #), please provide a **separate application** for each dwelling.

*The parcel #'s can be found on your tax bill, deed or mortgage.

Fees: The Following Fees are in Effect:

Annual Registration Fee: \$100.00 per "Dwelling Unit"

Re-inspection Fee: \$65.00 per inspection to correct violations

Description of Premises: Single Family: _____ Condo/Townhouse: _____
 Mobile Home/Manufactured Home/Trailer: _____
 Multi-family: # of Buildings _____ Plus # of Units: _____

Legal Owner/s: (Corporation or Limited Liability Co.) Name: _____ e-mail: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____

Authorized Mgr/Agent: Company Name: _____ e-mail: _____
If same as legal owner please complete. Rep Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Mortgage Holder: Name: _____ Phone: _____
If no mortgage, Please indicate. Address: _____
 City: _____ State: _____ Zip: _____

Contract Buyer: Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____

If this residence is being sold or transferred under a Contract for Sale or a Contract for Deed and IS NOT A RENTAL, please furnish a copy of the purchase contract and provide the name and contact information of the buyer.

ALL SECTIONS MUST BE COMPLETED – Failure to do so will result in an incomplete application and Late Filing Fees will be assessed.

(PLEASE COMPLETE TENANT LISTING, ATTACHED)



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Tenant/s Name/s (as listed on Rental Agreement at time of registration)

Name: _____ Phone: _____ Apt #: _____ e-mail: _____

Name: _____ Phone: _____ Apt #: _____ e-mail: _____

Name: _____ Phone: _____ Apt #: _____ e-mail: _____

Name: _____ Phone: _____ Apt #: _____ e-mail: _____

Name: _____ Phone: _____ Apt #: _____ e-mail: _____

Please use additional paper if needed and attach to application

I/We, the undersigned, hereby certify that:

The data submitted in this application is an accurate representation as of the date of the application and the registration statement shall serve as prima fascia proof of the statements in any administrative enforcement or court proceeding instituted by the Village against the owner or owners of the dwelling.

1. I/We understand that it is illegal to operate a rental unit within the Village of Round Lake Park without a Certificate of Registration. I/We also understand that failure to comply or provide accurate information will result in legal actions and fines.
2. I/We understand by designating an authorized agent, I/We are consenting to service any and all notices of code violations concerning the registered building and all process by service of the notice or process on the authorized agent.

3. I/We understand that I/We must contact the Village of Round Lake Park Building Department if this property is sold.

Signature: _____ Date: _____



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APPLICATION INSTRUCTIONS FOR CERTIFICATE OF REGISTRATION FOR RENTAL DWELLING UNITS

These instructions will assist you in the application for Rental Property Registration. Please review prior to completing the application. Application must be completed in its entirety.

- Rental Address:** The principle address of the complex or single building, mobile/trailer or manufactured home, condominium, townhouse, etc.
- Parcel #:** The tax identification number for the property. This information can be obtained from your tax bill or from the Tax Assessor's Office.
- Fees:** Annual Registration Fee: \$100.00 per "Dwelling Unit" Re-inspection Fee: \$65.00 per inspection to correct violations
- Description of Premises:** Identifying information of multiple buildings on one site or under one address. Indicate the identification letter/number of the building, as well as the number of dwelling units in the building. If buildings have separate street addresses, fill out a separate application for each.
- Legal Owner/s:** The legal street address of the building's owner. If the property is held by a partnership, corporation, trust or association, attach the name (as written in the Recorder's Office on legal documents), position, address and phone number of each member having fiduciary interest in the property.
- Authorized Manager/Agent:** The Company and/or person authorized to act for the owner to receive mail, resolve code violations and provide payment of all fees and/or fines.
- Mortgage Holder:** If there is a mortgage on the residential premises please provide the mortgage holder's name, address and phone number.
- Contract Buyer:** If the residential premises are being sold or transferred under a Contract for Sale or under a Contract for Deed, provide a copy of the purchase contract and the name, address and phone number of the buyer/s.
- Tenant/s Name/s and Telephone Number/s:**
List the names of all tenants as listed on the rental agreement and their telephone number/s.
- Signature:** Read the conditions of the application. The responsible party is to sign and date the application.

Questions regarding this application may be directed to atemplin@villageofroundlakepark.com



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RENTAL INSPECTION WAIVER AFFIDAVIT

I, _____, property owner, being neither a minor nor incompetent swear and affirm under the penalties of perjury the following:

1. I am the legal owner of the property located at: _____, Round Lake Park, Illinois, 60073.
2. I hereby do make application for a special exemption from the Rental Registration Requirements of Ordinance Chapter 154A for one or all of the following reasons:

(CHECK ALL THAT APPLY)

- a. The property listed in #1 is currently under renovation and not presently used as a rental property.
- b. I am a new purchaser of the property in #1 and have not yet entered into a landlord/tenant agreement with any person or parties.
- c. The property previously used as a rental property is not currently being used in that manner.

I hereby agree to furnish all necessary documentation as required to verify I am entitled to this exemption. Falsification of this document or failure to provide documentation will result in automatic denial of exemption and all applicable penalties may apply.

Signed and sworn this _____ day of _____, 20_____

Signature

Notary Seal

Property Owner Information: Bottom portion must be completely filled out)

Complete Mailing Address: _____

Phone Number: _____ email: _____@_____



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Consent to Inspect

GIVE THIS FORM TO THE INSPECTOR ON THE DAY OF YOUR INSPECTION

Without this consent form, an inspection will not take place. A re-inspection fee of \$65.00 will apply.

Property Address: _____ Date: _____

Property Owner: _____

The Village of Round Lake Park has initiated a life safety and property maintenance program for all rentals. Items for inspection include; but are not limited to, exterior and interior building maintenance, electrical, plumbing, heating/ventilation and life safety codes.

THE VILLAGE OF ROUND LAKE PARK REQUIRES THAT TENANTS PROVIDE WRITTEN CONSENT BEFORE AN INSPECTION CAN TAKE PLACE. THIS CONSENT WILL APPLY TO THE FIRST INSPECTION AND ALL FOLLOW-UP INSPECTIONS.

Tenants/owners have the right to refuse an inspection/re-inspection. If an inspection is refused, fines range from not less than \$50.00 or more than \$750.00. **No inspection or re-inspection will take place unless this form is completed by all tenants. Failure to comply can result in re-inspection fees.**

Tenant may revoke their consent by notification in writing to:

The Village of Round Lake Park, 203 E Lake Shore Drive, Round Lake Park, IL 60073

Please have the tenant/lessee sign below: (Attach another form if necessary)	Unit #	DO YOU CONSENT?		PETS? (If so, list and refer to next page for more information)
		Yes	No	
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Owner/Agent verifies that these are the signatures of all legal tenants/leases in this unit/building.

Owner/Agent Signature: _____



The Village of Round Lake Park
The Community with a Heart

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Pet Notice:

If tenant/s have dogs, cats or other pets that run freely in or outside the home, please list type of pet/s and advise tenant that he/she must be present at the time of inspection or they must have the pet/s tied up or caged for safety reasons.

Please remember that if an inspector cannot make an inspection, the landlord/owner is required to pay (\$65.00) for a re-inspection.

The inspector must be able to have access to all parts of the building and property.

The Village of Round Lake Park

203 E Lake Shore Drive

Round Lake Park, Illinois 60073

Phone: 847.546.2790

Website: www.villageofroundlakepark.us

atemplin@villageofroundlakepark.com