



CHECKLIST FOR RENTAL PROPERTY LICENSE

ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING

Completed application for the Rental Property License

Payment for the appropriate fee

Fees are reduced by 50% for applications submitted after July 1st each year

- House / Single Family Detached Dwelling \$100.00
- Townhouse / Single Family Attached Dwelling \$ 50.00
- Condominium / Single Unit in a Multi Family Building \$ 20.00
- Apartment / Multiple Unit Dwelling (fee per unit) \$ 20.00

CRIME FREE MULTI-HOUSING PROGRAM INFORMATION

All applicants for a rental license must take the Phase 1 class *prior* to obtaining a rental license. If you have taken this class in another town where you own rental property, please include a copy of the completion certificate with this application.

Registration for the class is required. You may register by completing the following:

1. **Internet** at www.desplaines.org
 - a. Hover over Virtual City Hall
 - b. Under "Get", click on Crime Free Housing Seminar Form
 - c. Complete and Submit Registration (a confirmation will be sent by the following business day)
2. **Phone** call the Licensing Division at 847-391-5366

DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS

- Housing and Code Enforcement / 847-391-6973
For information pertaining to housing requirements and codes
- Fire Prevention Bureau / 847-391-5340
For information pertaining to fire safety requirements
- Crime Free Multi Housing Program Director / 847-391-5408
For information pertaining to materials and landlord requirements for the program
- Licensing Division / 847-391-5366
For information on registration requirements, licensing requirements and status of an application



COMMUNITY AND ECONOMIC DEVELOPMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847-391-5366
W: desplaines.org

APPLICATION FOR RENTAL PROPERTY LICENSE

PROPERTY INFORMATION

Address: _____ Unit #: _____ Zip: _____

Date of Ownership: _____ Date Property Converted to Rental: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone #: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

If property is owned by a corporation, LLC/LP, bank, or placed in a trust, please complete the following information:

President or trustee: _____ Phone #: _____

Home Address: _____ Email: _____

City: _____ State: _____ Zip: _____

PROPERTY MANAGER INFORMATION (if applicable)

Name: _____ Phone #: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

All correspondence, annual invoice and the certificate pertaining to the rental property are to be sent to:

[] PROPERTY OWNER

[] PROPERTY MANAGER

CRIME FREE MULTI-HOUSING PROGRAM INFORMATION

Has the property owner or property manager completed Phase 1 or the Crime Free Multi-Housing Program?

[] NO

[] YES - Attach a copy of the certificate of completion

PROPERTY CLASSIFICATION AND FEE

[] HOUSE - \$100.00

[] TOWNHOUSE - \$50.00

[] CONDOMINIUM - \$20.00

[] APARTMENTS - \$20.00 per unit/# of units: _____

ATTESTATION

I certify the above information is true and accurate to the best of my knowledge. If there are any changes in the information provided, it is my responsibility to remit current information in a reasonable amount of time. I understand the certificate expires on December 31st of each year. If the property will be used as a rental property at any time during the following year, it is my responsibility to renew/remit for the following year prior to the expiration date.

Owner Signature _____ Date _____

FOR OFFICE USE ONLY

[] Zoning / Initials: _____

[] Approved

[] Code / Initials: _____

Class / Notes: _____

[] Not Approved

Notes: _____