



ECONOMIC DEVELOPMENT DEPARTMENT

TEL: (847) 546-2351 ♦ FAX: (847) 201 – 7229

RENTAL CERTIFICATION APPLICATION

Instructions: Complete the following application, sign and submit along with seventy five dollars (\$75.00) for each rental dwelling unit. Applications received without payment will be returned. An inspection cannot be scheduled until payment is received. **All Rental Certificates will Expire on March 31st.**

You must contact our department to schedule the inspection, we do not contact landlords or renters to schedule the inspections.

Following this First-Time rental inspection, the property will require an Annual Rental Inspection, which requires that ALL Rental Inspections be Completed by March 31st. NOTE: Some rental properties do not pass inspection during the first inspection and will require additional re-inspections. ALL inspections to include the re-inspections must be completed by March 31st, so that the property receives a Rental Certificate prior to March 31st.

Rental properties covered by another government body's inspection program, such as the Lake County Housing Authority, may be exempt from having a rental inspection. To qualify, you must submit documentation from your most recent successful inspection for evaluation no later than March 31st.

Building Address: _____
Street number and name

Legal Owner: _____
Name

_____ *Address (P.O. Boxes are not acceptable)* _____ *City/State* _____ *Zip Code*

_____ *Home Telephone* _____ *Alternative Telephone* _____ *E-Mail Address (optional)*

If property is held in Trust, attach names of all beneficial interest holders pursuant to requirements of state statutes.

Agent: *Agent designated to receive notices and process (if applicable). Must be within 100 miles of RLB*

_____ *Name*

_____ *Address (P.O. Boxes are not acceptable)* _____ *City/State* _____ *Zip Code*

_____ *Home Telephone* _____ *Alternative Telephone*

I, the undersigned, hereby certify that:

- The information submitted in this application and accompanying pages, as well as in the accompanying drawing(s) is accurate representations of the facts on the date of this application;*
- I understand the submission of this application and payment of the temporary license fee does not constitute official certification until compliance with all provisions of the Property Maintenance Code has been verified through inspection by authorized personnel and a permanent annual certificate has been issued by the Village of Round Lake Beach;*
- I hereby consent to the inspection of the dwelling unit(s) listed in this application.*

Signature of Applicant: _____ **Date:** _____

Checks Payable to: Village of Round Lake Beach, 1937 Municipal Way, Round Lake Beach, Illinois 60073.
over

RENTAL USE VERIFICATION

Please type or print legibly.

Number of rooms:

kitchens: ___ bathrooms: ___ toilet rooms: ___ bedrooms: ___ living: ___ family: ___

dining rooms: _____

Areas of sleeping rooms:

#1: _____ #2: _____ #3: _____ #4: _____ #5 _____
square feet square feet square feet square feet square feet

Is the property compliant with the Crime Free Multi-Housing Ordinance?

(*property must also be compliant with Ord # Sec 1-4-6 Payment of all Village Obligations)

YES _____ (**INCLUDE A COPY OF YOUR CRIME FREE HOUSING CERTIFICATE**)

If your certificate is currently expired or expires next year you must go online at www.villageofroundlakebeach.com and take the Crime Free Housing Refresher Course

NO _____ Register for one of the CRIME FREE HOUSING certification classes.

NEW LANDLORDS MUST ATTEND SEMINAR WITHIN 4 MONTHS FROM DATE OF RENTAL APPLICATION.

CRIME FREE CLASS SCHEDULE:

JANUARY 21st 2017 _____ APRIL 22nd 2017 _____ JULY 15TH 2017 _____

OCTOBER 7TH 2017 _____

New applicant classes run from 8am-1pm.

FEEES ASSOCIATED WITH RENTAL INSPECTIONS

1st Inspection & Certification: \$75	No-show at scheduled inspection: \$75
1 st Reinspection : \$0	Cancelation within same business day: \$25
2 nd Reinspection : \$50	1 st Inspection late fee after March 31: \$50