



# APPLICATION FOR RESIDENTIAL RENTAL PROPERTY

Complete and Return to:  
1200 L.W. Besinger Dr., Room 206, Carpentersville, IL 60110  
-or-  
permits@cville.org  
Phone: 847-551-3478

Date of Application \_\_\_\_\_ **This Application Must be Completed Entirely**

Address of Rental Property: \_\_\_\_\_

Type of Rental Property:  Single Family Dwelling  Townhome  Two-Unit Dwelling  Condominium  
 Apartment House  Apartment Unit Total Number of Dwelling Units: \_\_\_\_\_

Each Dwelling Unit: Total Bathrooms: \_\_\_\_\_ Total Bedrooms: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

### LEGAL OWNER INFORMATION

Full legal names, addresses and home and work phone numbers of every member of a firm, partnership, limited liability corporation or other entity and every officer and it's registered agent of a corporation is required. In the case of a government entity, the address of it's chief executive officer or other official responsible for the rental property is required. Use reverse side if more space is necessary. Trust beneficiaries must be disclosed.

INDIVIDUAL  FIRM  PARTNERSHIP  LLC  OTHER: \_\_\_\_\_

Name of Legal Owner(s): \_\_\_\_\_

Address/City of Legal Owner(s): \_\_\_\_\_

Phone Numbers of Owners(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

### AUTHORIZED AGENT INFORMATION

Full name, street address, and home and work telephone numbers of the property agent. **Post Office Boxes are NOT acceptable.**

Name of Authorized Agent(s): \_\_\_\_\_

Address/City of Authorized Agent(s): \_\_\_\_\_

Phone Numbers of Authorized Agent(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

### OWNER ATTESTATION

I, the undersigned do hereby certify under penalty of perjury that:

- 1) The information contained within this application is true and correct.
- 2) I have read and understand Chapter 5.36 Residential Rental Licensing Program of the Carpentersville Municipal Code (Available at vil.carpentersville.il.us or at the Carpentersville Village Hall - Community Development Dept., Room 206 or the Village Clerk Office)
- 3) I understand that I may object to an inspection of the residential rental property and require the Village of Carpentersville to seek an administrative search warrant. By my signature below, I hereby do consent to the inspection and any re-inspections of the premises. I understand that the inspections are solely for the purpose of determining compliance with the ordinances of the Village of Carpentersville concerning the habitability, construction, maintenance, operation, occupancy, use, safety and sanitation of the property.
- 4) I understand that submission of this application and payment of the annual license fee only allows issuance of a temporary certificate to operate rental property until compliance with all provisions of Chapter 5.36, including inspection by authorized personnel and attendance of the Crime Free Housing seminar. A permanent annual license will then be issued by the Village of Carpentersville.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Document Delivery Method;  E-MAIL  U.S. POSTAL SERVICE

**PLEASE MAKE CHECK PAYABLE TO: Village of Carpentersville**

#### Please Do Not Write Below - For Village of Carpentersville Official Use Only

Fee Due: \$ \_\_\_\_\_ Zoning Designation: \_\_\_\_\_ License Issue Date: \_\_\_\_\_ CFH Date: \_\_\_\_\_

Cash or Check \_\_\_\_\_ Initial Inspection Date: \_\_\_\_\_ License Number: \_\_\_\_\_ Max. Occupancy: \_\_\_\_\_

Code Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NEW LICENSE  RENEWAL  INSPECTION REQUIRED  INSPECTION NOT REQUIRED

This signed application shall serve as the temporary rental certificate issued by the Village of Carpentersville.