



**APPLICATION FOR
RESIDENTIAL RENTAL PROPERTY**

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

Application Must be Completed Entirely

Date of Application _____

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/Zip 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)
- 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 ordinance 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

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