



# Riverdale Fire-Rescue Department

725 West 138th Street □ Riverdale, Illinois □ 60827

Inspectional Services 708/849-1798

Fax: (708) 896-6594

HYPERLINK "<http://www.villageofriverdale.net>"

[www.villageofriverdale.net](http://www.villageofriverdale.net)

## ANNUAL RENTAL LICENSE APPLICATION FOR RENTAL PROPERTIES

BUILDING ADDRESS \_\_\_\_\_ PIN/TAX ID # \_\_\_\_\_

Single-Family Home/Townhouse/Condo  Multi-Family Dwelling # of unit's \_\_\_\_\_  Mixed Used Property # of unit's \_\_\_\_\_

### OWNER INFORMATION

BUILDING OWNER \_\_\_\_\_

OWNER ADDRESS (NO PO BOXES) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
NO. AND STREET CITY STATE ZIP

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
NO. AND STREET CITY STATE ZIP

### OWNER PHONE AND CONTACT INFORMATION:

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_ FEIN/IBT#/DL# \_\_\_\_\_

### MANAGEMENT INFORMATION

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

PRIMARY EMERGENCY CONTACT \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

Knox Box: \_\_\_ Yes \_\_\_ No (Knox box required on 3+ unit buildings – No License issued without Knox Box)

### Terms and Conditions

Completing this application does not guarantee that you will receive an Annual Rental License. You must comply with a Village Inspection, have completed the Crime Free Housing Seminar (seminar must have been attended by owner or current management company, all forms completed and turned in and have no outstanding debt in the Village of Riverdale. Annual Rental Licenses are non-transferable.

Issuance of a Rental License does not mean a unit is approved for occupancy. Failure to obtain your Rental License before November 1<sup>st</sup> will result in a fees doubling and a Municipal Ordinance ticket being written with minimum \$250.00 fine. Fines can be issued each day you are not in compliance. You must separately apply for an Occupancy Permit before renting to a new tenant. All license fees will double as of November 1<sup>st</sup>.

**Please use the back page to list all tenants and occupants living in the property. Applications that are not completed in full will not be accepted.**

By signing below, you acknowledge that you understand and agree to all the above conditions.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

INSPECTION DATE:	DATE PAID:	FEES: \$50 1-2 Unit Buildings \$20/unit 3+ Unit Buildings
APPLICATION APPROVED BY:	AMOUNT PAID:	



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