



VILLAGE OF RIVERDALE

157 West 144th Street ● Riverdale, Illinois ● 60827
Village Hall (708) 841-2200
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www.villageofriverdale.net

Inspection Date: ___/___/___
Fee Paid ___/___/___
Amount Paid: \$ _____
Initials: _____

OCCUPANCY PERMIT APPLICATION

BUILDING ADDRESS _____ APT # _____ FLOOR _____

APPLICATION FOR (check one): Single-Family Home/Townhouse Apartment Unit

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 _____

MANAGEMENT INFORMATION

NAME _____ ADDRESS _____

CITY/STATE/ZIP _____ PHONE _____

TENANT INFORMATION

TENANT NAME _____ PROPOSED DATE OF OCCUPANCY _____

PHONE: DAY _____ NIGHT _____

Terms and Conditions

Completing this application does not guarantee that you will receive an Occupancy Permit. You must comply with obtaining a Rental License each year in order to rent.

Upon your initial rental inspection, you will have forty-five (45) days from that date to complete all repairs and schedule your re-inspection or your initial inspection will expire. If all violations have not been repaired upon your re-inspection, you must re-apply for an Occupancy Permit and pay all associated fees.

Occupancy Permits are valid for sixty (60) days. If no renter takes occupancy in the above listed home or apartment within sixty (60) days, you must apply and pay for a new Occupancy Permit.

Occupancy Permits must be applied for between each tenant.

Failure to obtain an Occupancy Permit before renting to a new tenant will result in a minimum \$300.00 fine. Fines can be issued each day you are not compliant.

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

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____