



Riverdale Fire-Rescue Department

725 West 138th Street ● Riverdale, Illinois ● 60827
Inspectional Services 708/849-1798
Fax: (708) 896-6594
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 1st 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 1st.**

**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: _____

VILLAGE USE ONLY

INSPECTION DATE:	DATE PAID:	FEES: \$50 1-2 Unit Buildings \$20/unit 3+ Unit Buildings NOVEMBER 1 – ALL FEES DOUBLE
APPLICATION APPROVED BY:	AMOUNT PAID:	
LICENSE NUMBER:	NUMBER OF UNITS:	
LICENSE YEAR:	TYPE OF PAYMENT: (CIRCLE ONE) CASH, CREDIT DEBIT, CHECK #:	

