



VILLAGE OF RIVERDALE

157 West 144th Street ● Riverdale, Illinois ● 60827
Village Hall (708) 841-2200
Fax: (708) 841-7587
www.villageofriverdale.net

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

Occupancy Permit Fee: \$60

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 for and pay for a new Occupancy Permit.

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 if 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: _____