



Riverdale Fire-Rescue Department

725 West 138th Street • Riverdale, Illinois • 60827

Inspectional Services 708/849-1798

Fax: (708) 896-6594

www.villageofriverdale.net

Annual Year _____

ANNUAL RENTAL LICENSE APPLICATION FOR RENTAL PROPERTIES

BUILDING ADDRESS _____ PIN/TAX# _____

Basement Apartment/(s) ? Yes No (circle one)

☐ 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 – IF NOT OWNER MUST PROVIDE PROOF OF AUTHORIZATION

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

DATE PAID:	AMOUNT PAID:	NUMBER OF UNITS:
INSPECTION DATE:	\$	FEES: \$55 1-2 Unit Buildings \$25/unit 3+ Unit Buildings
LICENSE ISSUED DATE:	TYPE OF PAYMENT: CASH	NOVEMBER 1 – ALL FEES DOUBLE
LICENSE #:	CREDIT: /	CRIME FREE COURSE DATE:
Initials:	CHECK: # /	

— SHEETS IF NECESSARY.

Property Address:_____

[illegible]