



CHECKLIST FOR RENTAL PROPERTY LICENSE

ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING

- Completed application for the Rental Property License
- Original signed affidavit attesting to zoning regulations
- Payment for the appropriate fee (made payable to City of Des Plaines):
Fees are reduced by 50% for applications submitted after July 1st each year
 - House / Single Family Detached Dwelling \$100.00
 - Townhouse / Single Family Attached Dwelling \$ 50.00
 - Condominium / Single Unit in a Multi Family Building \$ 20.00
 - Apartment / Multiple Unit Dwelling (fee per unit) \$ 20.00

CRIME FREE MULTI-HOUSING PROGRAM INFORMATION

All applicants for a rental license must take the Phase 1 class *prior* to obtaining a rental license. If you have taken this class in another town where you own rental property, please include a copy of the completion certificate with this application. A program classified as a “Landlord” class or completion of an online program does not meet the requirements for the City of Des Plaines municipal code.

Registration for the class is required by completing the following:

1. **Internet:** visit www.desplaines.org
 - a. Hover over “I Want To...”
 - b. Under “Apply For”, click on Crime Free Housing Seminar
 - c. Complete and Submit Registration
An email will be sent within 24-72 hours confirming the registration. If a confirmation email is not received, please call 847-391-5366.
2. **Phone:** Please call 847-391-5366

DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS

- Housing and Code Enforcement / 847-391-6973
For information pertaining to housing requirements and codes
- Fire Prevention Bureau / 847-391-5340
For information pertaining to fire safety requirements
- Crime Free Multi Housing Program Director / 847-391-5410
For information pertaining to materials and landlord requirements for the program
- Licensing Division / 847-391-5366
For information on registration requirements, licensing requirements and status of an application



COMMUNITY AND ECONOMIC DEVELOPMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847-391-5366
W: desplaines.org

APPLICATION FOR RENTAL PROPERTY LICENSE

PROPERTY INFORMATION

Address: _____ Unit #: _____ Zip: _____

Date of Ownership: _____ Date Property Converted to Rental: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone #: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

If property is owned by a corporation, LLC/LP, bank, or placed in a trust, please complete the following information:

President or trustee: _____ Phone #: _____

Home Address: _____ Email: _____

City: _____ State: _____ Zip: _____

PROPERTY MANAGER INFORMATION (if applicable)

Name: _____ Phone #: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

All correspondence, annual invoice and the certificate pertaining to the rental property are to be sent to:

- PROPERTY OWNER
PROPERTY MANAGER

CRIME FREE MULTI-HOUSING PROGRAM INFORMATION

Has the property owner or property manager completed Phase 1 or the Crime Free Multi-Housing Program?

- NO
YES - Attach a copy of the certificate of completion

PROPERTY CLASSIFICATION AND FEE

- SINGLE FAMILY HOUSE - \$100.00
SINGLE FAMILY TOWNHOUSE - \$50.00
SINGLE FAMILY UNIT CONDOMINIUM - \$20.00
APARTMENTS - \$20.00 per unit/# of units: _____

ATTESTATION

I certify the above information is true and accurate to the best of my knowledge. If there are any changes in the information provided, it is my responsibility to remit current information in a reasonable amount of time. I understand the certificate expires on December 31st of each year. If the property will be used as a rental property at any time during the following year, it is my responsibility to renew/remit for the following year prior to the expiration date.

Owner Signature _____ Date _____

FOR OFFICE USE ONLY

Zoning / Initials: _____ Approved _____ Code / Initials: _____

Class / Notes: _____ Not Approved _____ Notes: _____

STATE OF ILLINOIS)
) ss.
COUNTY OF COOK)

AFFIDAVIT

The undersigned Affiant, having been first duly sworn, on oath say, state as follows:

1) That Affiant, _____ (“Owner”), is a legal owner of the property located at _____ Des Plaines, IL. (“Property”).

2) That as the Owner of the property, I understand this Property is zoned and categorized as a Single-Family Dwelling and shall not include a hotel, motel, boarding house, rooming house, dormitory, nursing home, institution, or transient lodging.

3) That as the Owner of the Property, I understand I am not permitted to rent rooms or portions of the house.

4) That as the Owner of the Property, I understand that I am not permitted to convert or utilize this property as a Multi-Family Dwelling.

5) That as the Owner of the Property, I understand additional legal action and/or immediate suspension/revocation of the rental property license may be taken against me should I or any tenant violate the requirements of the municipal codes pertaining to residential properties used as rentals and/or the zoning of the Property.

6) I certify the information above to be true. I also understand that if any information provided in this affidavit is falsified, as a representative, I will be subject to an Administrative Hearing and possible fines.

Print Name

Signature

Date

SUBSCRIBED and SWORN to before me this
____ day of _____, 20____.

_____ (stamp/seal)