



# CITY OF OAK PARK

## DEPARTMENT OF TECHNICAL & PLANNING SERVICES

**Mayor**  
 Marian McClellan  
**Mayor Pro Tem**  
 Carolyn Burns  
**Council Members**  
 Kiesha Speech  
 Solomon Radner  
 Ken Rich  
**City Manager**  
 Erik Tungate

### 2016-2018 LANDLORD/PROPERTY REGISTRATION

*Landlord Registration fee - \$80 (2 year cycle) Inspection fees – (every 2 years or change of tenancy)  
 Inspection fee - \$150 single family / Multiple Units - \$150 + \$60 for additional unit(s)*

#### LANDLORD INFORMATION

Name:
Address:
City, State, Zip:
Phone #:
Driver's License #: <i>MUST Submit copy of legible Driver's License</i>
Date of Birth:
Email Address:

#### PROPERTY OWNER INFORMATION

*If different from landlord information*

Name:
Address:
City, State, Zip:
Phone #:                      Driver's License #                      Date of Birth:

*\*If property is owned or managed by more than one party, attach additional information on a separate piece of paper*

#### RENTAL PROPERTY ADDRESSES

Street Address:
Tenant's Name:
Tenant's Phone #:

Street Address:
Tenant's Name:
Tenant's Phone #:

*\*If additional properties are owned, attach a list of properties on a separate piece of paper*

I understand that the Landlord Registration and the property inspection must be made once every two years. This includes payment of \$80 for the Landlord Registration and all inspection fees. Additionally, I understand that it is my responsibility to schedule rental inspections with the City of Oak Park for every rental unit I own or manage, prior to leasing, renting, or advertising the property for rent within 30 days of registration. A Rental Certificate of Compliance for each unit will be issued following the inspector's findings that the property is not in violation of Oak Park's Code of Ordinance provisions. I also understand that my rental properties will have to be re-inspected and inspection fee paid whenever there is a change in occupancy or re-letting of any unit takes place or when designated by the Rental Inspector. I agree to inform the Technical and Planning Department of any changes in complete occupancy, re-letting or acquisition or disposal of any rental units. I hereby give consent to the Technical and Planning Department to enter any of the listed premises, if necessary at reasonable times, to inspect such premises. I certify that all statements are true and complete as set forth in the City Code of Ordinances pertaining to my type of business as a Landlord. I understand that it is my responsibility to notify the City of Oak Park Assessors Office to remove the Principal Residence Exemption (PRE) status on my rental properties.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_