



CITY OF WEST CHICAGO

Rental Property License Annual Renewal Application

Rental Property/
Complex Name: _____

Property
Owner Name: _____

Please complete ALL of the following contact information to help keep our records updated.

Property Owner's Address: _____

Phone 1: _____ Phone 2: _____ Email: _____
(Email notifications such as inspection and/or license renewal reminders will be sent to this address.)

Type of rental property: _____

Please check here if you prefer to receive City rental correspondence at the *Owner's* address. If unchecked, your Managing Agent's address, if provided, will be used instead.

Please complete ALL emergency contact information for our records.

24-Hour Emergency Contact Name: _____

24-Hour Emergency Contact Telephone: _____

Please complete only if applicable.

A managing agent is required if the owner lives 30 miles OUTSIDE City limits.

Managing Agent Name: _____ Phone: _____

Managing Agent Address: _____ City, State Zip: _____

Managing Agent Email Address: _____

Please check here if you prefer to receive City rental correspondence at the Agent's address.

The current base fee to renew a Rental License is \$240.00. When paying by mail, please include a copy of this completed application with your check made payable to the *City of West Chicago*. Payment must be received by ***December 31st*** to avoid late fees and/or enforcement action. Please remit to: **City of West Chicago, Attn: Rental Licensing, 475 Main St, West Chicago, IL 60185**. Note that all fines or fees owing on the property must be paid before the Rental License will be issued. For further information or concerns, please contact the Community Development Department, ph: 630-293-2200 extension 141.

Please check here that you have read the License Renewal Informational Sheet regarding City policy.

Signature

Date