



CITY OF WEST CHICAGO

Rental Property License Annual Renewal Application

Rental Property/
Complex Name: _____

Property
Contact: _____

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

Property Owner's Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email: _____ Type of rental property: _____

Please check here if you prefer to received City rental correspondence via email.

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. If paying by mail, please attach your check to the *City of West Chicago*. Payment must be received by **December 31, 2016** to avoid enforcement action and/or additional late fees. All fines or fees owing on the property must be paid before the Rental License will be issued. Please contact the Community Development Department for further information, ph: 630-293-2200 extension 141.

Please check here if you have read the cover letter regarding the City's rental dwelling license policy.