



CITY OF WEST CHICAGO

Rental Property License Annual Renewal Application

Address of Rental
Property: _____

Property Owner or
Contact Name: _____

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

Property Owner's Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

(To receive email notifications such as inspection and/or license renewal reminders, please add Rlicensing@westchicago.org to your list of contacts.)

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: _____

(To receive email notifications such as inspection and/or license renewal reminders, please add Rlicensing@westchicago.org to your contacts.)

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

When paying by mail, please include a copy of this completed application with your check made payable to the City of West Chicago and remit to: **City of West Chicago, Attn: Rental Licensing, 475 Main St, West Chicago, IL 60185**. Payment must be received by **December 31st** to avoid late fees and/or fines.

Note that all fines (court fines, parking tickets, liens, etc.) or fees (water and/or garbage bills) owing on the property must be paid before the Rental License will be issued. For the total amount owed, please refer to the Renewal License Invoice mailed to the property contact in late October. For further information or questions, 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

NOTE: The SUBMIT feature will only be activated if ALL required fields (outlined in red) have been completed.