

Rental Property Registration Application

In accordance with Ch. 10, Section 10-410 of the Village of Rantoul Code

**** REGISTRATION YEAR MAY 1, 2020 - APRIL 30, 2021 ****

I/We, the undersigned, hereby certify that:

- 1. The data submitted in this application is an accurate representation as of the date of the application and the registration statement shall serve as prima fascia proof of the statements in any administrative enforcement or court proceeding instituted by the Village against the owner or owners of the dwelling.**
- 2. I/We understand that it is illegal to operate a rental unit, within the Village of Rantoul, without a Certificate of Registration Statement and without Completion of a Mandatory Crime Free Housing Seminar. I/We also understand that failure to comply or provide accurate information will result in legal actions and fines.**
- 3. I/We understand by designating an authorized agent, I/We are consenting to service of any and all notices of code violations concerning the registered building and all process by service of the notice or process on the authorized agent.**
- 4. I/We understand that I/we must inform the Rental Inspection Department if this property is sold or transferred in the Registration Year (5/1/20 - 4/30/21).**

Print Name: _____ Date: _____

Signature: _____

**** This application and the appropriate registration fee is due by May 1, 2020. ****

**Rental Inspection Division
333 S. Tanner St.
Rantoul, IL 61866
217/892-6804**

www.myrantoul.com>How Do I>Register My Property

**APPLICATION INSTRUCTIONS
FOR CERTIFICATE OF REGISTRATION FOR RENTAL DWELLING UNITS**

These instructions will assist you in completing the application for Certificate of Registration. Please review prior to completing the application. Application must be completed in its entirety. Failure to do so will result in \$100.00 fine per legal address or parcel number.

Rental Address:

The principle address of the complex or single building.

Landlord ID #:

The Landlord ID # is assigned by the Office of Rental Inspections. This ID# is also found in the upper left-hand corner of the Property Listing that is included in your annual registration packet.

Fees:

Fees shall be calculated at **\$40 per dwelling unit** in each single family home, each condo, duplex or townhouse, mobile home unit; all that are non-owner occupied, and each dwelling unit of multi-family buildings.

NOTE: On-line payments are available. Visit www.myrantoul.com select Online Bill Pay - Online Payments

Description of Premises:

Identifying information of multiple buildings on one site or under one address. Indicate the identification number/letter of the building as well as the number of dwelling units in the building. If the buildings have separate street addresses, fill out a separate application for each.

Legal Owner/s:

The legal mailing address of the building's owner. If the property is held by a partnership, corporation, trust, or association, attach the name (as written in the Recorder's Office on legal documents) position, address and phone number of each member having fiduciary interest in the property.

Please be aware that if you have an e-mail address you are required to provide that.

Authorized Manager/Agent:

Company and/or person authorized to act for the owner to receive mail, resolve code violations, and provide payment of all fees and/or fines. Please be aware that if you have an e-mail address, you are required to provide that.

Mortgage Holder:

If there is a mortgage on the residential premises, the mortgage holder's name, address and phone number must be provided. Failure to do so will result in an "incomplete application". The Late Fee (\$100) will be assessed.

Signature:

Read the conditions of the application. The responsible party is to sign and date the application.

*Questions concerning this application may be directed to the
Rental Inspection Division @ (217)892-6804
www.myrantoul.com>How Do I>Register My Property*