



Rental Inspection Division
 333 S. Tanner St..Room 402
 Rantoul, IL 61866
 217/892-6501 ext. 6804
 www.myrantoul.com/rental

Rental Property Registration Application

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

**** REGISTRATION YEAR MAY 1, 2012 - APRIL 30, 2013****

Rental Address: ** _____ **Landlord ID #** _____

** If you are registering multiple addresses, (or if there are multiple addresses on one parcel #) list **each** rental address on a separate sheet of paper. The Landlord ID # is assigned by this office. This # is also found on the enclosed property listing.

Registration Fee: **Payments made to the "Village of Rantoul".**
 \$40 per single family, \$40 per condominium unit, townhouse unit or duplex unit,
 \$40 for each mobile home. \$40 for each dwelling unit within a multi-family building.

Description of Premises: Single Family: _____ Condo/Townhouse/Duplex: _____
 (\$40) (\$40 per dwelling unit)
 Multi-family # of Bldgs: _____
 TOTAL # of Units: _____ @ \$40 per unit = \$ _____
TOTAL FEES DUE = \$ _____

Legal Owner/s: Name: _____ Phone: _____
 (Corporation or Limited Liability Co.) Address: _____ *(PO Box address will not be accepted)*
 If Corporation or LLC, please list FEIN #: _____
 (** Information Required) City: _____ State: _____ Zip: _____
 **E-mail address _____

Authorized Mgr./Agent: Company Name: _____ Phone: _____
 Rep. Name: _____
If same as legal owner - please complete. Address: _____ *(PO Box address will not be accepted)*
 City: _____ State: _____ Zip: _____
 **E-mail address _____

Mortgage Holder: Name: _____ Phone: _____
If no mortgage, please indicate. Address: _____ *(PO Box address will not be accepted)*
 City: _____ State: _____ Zip: _____

Contract Buyer: Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____

If this residence is being sold or transferred under a Contract for Sale or a Contract for Deed and IS NOT A RENTAL, a copy of the purchase contract is required and the name and contact information of the buyer. Complete this section only if residence is being sold.

ALL SECTIONS MUST BE COMPLETED - FAILURE TO DO SO WILL RESULT AS AN "INCOMPLETE APPLICATION" AND A \$100.00 PER UNIT LATE FILING FEE WILL BE ASSESSED.

PLEASE READ THE CERTIFICATION STATEMENTS ON THE BACK OF THIS FORM THEN SIGN AND DATE.



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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. 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 contact the Rental Inspection Department if this property is sold in the registration year (5/1/12 - 4/30/13).**

Print Name: _____ Date: _____

Signature: _____

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**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 included on your 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.

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 street address of the building's owner. Post Office box numbers are not acceptable. 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.

Contract Buyer:

If the residential premises is being sold or transferred under a contract for sale, please list the name, address and phone number of both the seller(s), (current legal owner) and the buyer(s).

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)892-6501 ext. 6804
www.myrantoul.com/rental*