



## Residential Rental License Application For One to Three Unit Properties

Village of Oak Park  
Development Customer Services  
Neighborhood Services Division  
123 Madison Street  
Oak Park, Illinois 60302-4272

708.358.5410  
Fax 708.358.5114  
[www.oak-park.us](http://www.oak-park.us)  
[housing@oak-park.us](mailto:housing@oak-park.us)

Please check one

New License [ ] Renewal [ ]

Rental Property Address \_\_\_\_\_

Rental Unit Number(s) if Applicable \_\_\_\_\_

Number of Owner Occupied Units at the Above Address \_\_\_\_\_

Number of Rental Units at the Above Address \_\_\_\_\_

License Fee - \$10.00 per Rental Unit \_\_\_\_\_

The Village of Oak Park requires a Residential Rental License for all rental properties with one to three units. This includes single family homes and individual condominium units offered for rental. The license must be renewed each year until the rental property is vacant or owner-occupied. Please complete both pages of this application and return it along with a check for the license fee payable to the Village of Oak Park. As stipulated in the Village Code, your Residential Rental License Renewal Application and Fee must be received by the Neighborhood Services Division by December 31, 2016.

Every Owner or their Designated Agent must participate in an Annual Landlord Management Seminar within one year of the license issue date and each year thereafter until the rental property is vacant or owner-occupied. Information on both in-person and online seminars can be found at [www.oak-park.us/rentalseminar](http://www.oak-park.us/rentalseminar). Please provide the name of the person who will participate in the seminar on the next page. If a seminar is not available at the time of license application, a provisional license will be issued. The Owner or their Designated must then attend the Annual Landlord Management Seminar before a regular license is issued.

All information requested in this application must be provided or a license will not be issued, even if payment is submitted with the incomplete application. If you need assistance, please contact the Neighborhood Services Division at 708.358.5410. A license certificate will be mailed when the application is complete.

Failure to obtain a Residential Rental License also will disqualify you from Neighborhood Services Division grant and loan programs for which you may otherwise qualify.

### Certification

I, the undersigned, hereby certify that

1. The data submitted in this application is an accurate representation of the facts at the date of application,
2. I have read and understand Chapter 12, Article 2 of the Village Code pertaining to the licensing of residential rental dwellings (Copies are available on the Village website, the Oak Park Public Library, and the Village Clerk's Office.)
3. I understand that submission of this application and payment of the license fee does not constitute official licensing until compliance with all ordinances of the Village of Oak Park has been verified and a license certificate has been issued by the Village of Oak Park.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please provide all relevant information on Page 2.**

Please make your check payable to the Village of Oak Park and send with this application to:

**The Village of Oak Park  
Neighborhood Services Division  
123 Madison Street  
Oak Park, Illinois 60302**

Please provide all relevant information below. Please check only one preferred method of communication for each contact.

**Legal Owner:**

Company or Trust \_\_\_\_\_  
Owner Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Preferred [ ]  
Alternate Phone \_\_\_\_\_ Preferred [ ]  
Email \_\_\_\_\_ Preferred [ ]

**Agent or Manager (if different than Owner):**

Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Preferred [ ]  
Alternate Phone \_\_\_\_\_ Preferred [ ]  
Email \_\_\_\_\_ Preferred [ ]

**Extent of Authority:**  Rent  Manage  Make Expenditures  
(Check all that Apply)

**Designated Agent who participated or will participate in the Crime Free Housing Seminar:**

Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Preferred [ ]  
Alternate Phone \_\_\_\_\_ Preferred [ ]  
Email \_\_\_\_\_ Preferred [ ]

**WRITTEN LEASE REQUIRED**

Written leases are required by law on all residential rentals since April 1, 2016. The Crime Free Housing Ordinance also requires that the Crime Free Housing Lease Addendum be attached to all leases. Finally, you are strongly encouraged to use the Model Lease Addendum, because it includes other language required under the Village Code. Both addendums are available at <http://www.oak-park.us/your-government/village-manager/forms>, at Oak Park Village Hall, 123 Madison Street, Oak Park, Illinois 60302 or by calling 708.358.5410.

Questions may be addressed to the Neighborhood Services Division of the Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302 or 708.358.5410.

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