



A community of friendly people

Rental Unit Registration Application

Village of Island Lake • 3720 Greenleaf • Island Lake, Illinois 60042

Date _____ 2016 Check one: Apartment House Townhome Condominium

PROPERTY INFORMATION

Rental Property Address _____ Unit# _____ Island Lake, IL

Living Area square footage: _____ How many bedrooms? _____ How many bathrooms? _____ Attached garage? _____

Are there bedrooms and/or bathrooms in the basement or attic? _____

PROPERTY OWNER INFORMATION

Type of Ownership: Individual Partnership Corporation Other: _____

Owner/Taxpayer Name _____ Phone _____ Email _____

Address of owner: _____ City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION

Name _____ Cell Phone _____ Email _____

Home address _____ City _____ State _____ Zip _____

List at least one other person and # for emergency contact: _____

Who performs property maintenance? Tenant _____ Owner _____ PM Company _____ Other _____

PROPERTY MAINTENANCE COMPANY or MANAGER

Name _____ Cell Phone _____ Email _____

Home address _____ City _____ State _____ Zip _____

CURRENT TENANT INFORMATION (use separate page to list additional units)

Responsible Tenant's Name _____ Cell Phone _____

How many occupants total _____ How many vehicles total _____ Date lease started _____ Date lease expires _____

ADDITIONAL RENTAL UNITS

Do you own/manage additional rental units in the Village of Island Lake? Yes No If yes, how many? _____ Please list the other addresses:

The undersigned property owner hereby applies to the Village of Island Lake, Illinois for Rental Unit Registration. I have read and completed this application and fully understand its intent and I declare that the statements made are true and understand that **INCOMPLETE** applications or applications containing false information will not be approved. I have also read and understand the requirements set forth in the village ordinance Per ordinance, I agree to notify the village of any change in tenancy. An inspection is required before new tenant occupancy.

Property Owner print name _____ Signature _____ Date _____

When approved, this registration will be valid for two years as described in the Village of Island Lake Ordinance Title 8 Chapter 13 Residential Rental Property Registration and Inspection.

Detached rental units (houses, townhomes and condominiums) will require a separate application and fee for each rental unit.

Attached rental units (apartment complexes) may submit one application with a separate page listing the current tenant information required for each unit. A separate fee is due for each rental unit.

↓ Office use only ↓

Date Application received _____ How Paid: _____

Notes: