

Village of Island Lake
Department of Building • Zoning • Code Enforcement
3720 Greenleaf Avenue Island Lake Illinois 60042
Phone: 847-416-7861 Fax: 847-526-1534



Rental Unit Registration Application

Date _____ 20____ Check one: Apartment _____ House _____ Townhome _____ Condominium _____

PROPERTY OWNER INFORMATION

Type of Ownership: Individual Partnership Corporation Other: _____

Owner/Taxpayer Name _____ Phone _____ Email _____

Owner Address _____ City _____ State _____ Zip _____

PROPERTY INFORMATION

Rental Property Address _____ Unit# _____ Island Lake, IL

Number of dwellings _____ Living Area square footage _____ # of bedrooms _____

of bathrooms _____ Attached garage (yes/no) _____ # of bedrooms and/or bathrooms in the basement or attic _____

Tenant Name _____ Tenant move in date _____ 20____

PROPERTY MANAGEMENT INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

PERSON/PERSONS TO RECEIVE NOTICES Owner _____ Management _____

ADDITIONAL RENTAL UNITS

How many additional units do you own in the Village Island Lake? _____ List additional addresses below.

Use the back of this application and/or attach an additional page if necessary. _____

I, the undersigned, declare that the statements made on application this 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 Title 8, Chapter 13 of the *Village Code* (<https://villageofislandlake.com/ordinances/>) and I agree to notify the Village of any change in tenancy.

Property Owner print name _____ **Signature** _____ **Date** _____

Rental registration is valid for two years as described in the Village of Island Lake Ordinance Title 8 Chapter 13 Residential Rental Property Registration and Inspection. An inspection is required before new tenant occupancy.

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. A separate fee is due for each rental unit.

↓ Office use only ↓

Date Application received _____ Form of Payment _____

Notes _____