



SHORT TERM REGISTRATION FORM

Property Address: \_\_\_\_\_

Property Owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Management Company:

Business Name: \_\_\_\_\_

Name of Person: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime & Evening Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

An emergency contact person, having the authority to act and respond to the needs of the registered property, must be available on a 24 hour per day, 7 days per week basis.

Emergency Contact Name and 24 hour phone number: \_\_\_\_\_

Property Description:

{ } Is this a duplex? Upper/Lower Units { } Side by Side { }

{ } Is this unit(s) a townhouse or condo?

{ } Is this property more that 2 dwelling/rooming units? (If checked, completion of a building schematic is required.)

I certify that the foregoing statements are true. I am aware that if any of the statements made are willfully false, I am subject to punishment under the code of The City of Rock Island Code of Ordinances.

Owners Name

Owners Signature

Date

Official Use:

Fee Paid: \_\_\_\_\_ Account Number: \_\_\_\_\_

# City of Rock Island

## REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM

Registration shall remain valid for one year beginning September 1<sup>st</sup> of each year.

The annual renewal shall be completed by September 1<sup>st</sup> of each year. The registration fee will not be prorated.

The initial registration fee for each short term rental is \$100.00.

Be advised that in addition to other responsibilities, owners of short term rental properties are responsible for continuous property maintenance which includes but is not limited to: ensuring that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right of ways, alleys, retaining walls and attached or unattached accessory structures and driveways are well maintained and free from trash, debris, loose litter and grass and weed growth. Failure to comply with these standards will result in enforcement action against the owner.

**Please send your payment in to: City of Rock Island, Inspection Division, 1528 3<sup>rd</sup> Avenue Rock Island, IL 61201.**

Please provide written notice to the Inspection Division if you no longer have responsibility for the specific property you have previously maintained, along with the new owner information if available.