

AN APPLICATION SHOULD BE COMPLETED ANNUAL FOR EACH RENTAL

2 0 2 5 R E N T A L L I C E N S E A P P L I C A T I O N

Fees are based on number of units. The first dwelling unit is \$100, each additional unit is an additional \$15

For Office Use Only			
Date Processed		License Fee \$	Account No.

- All licenses expire on March 1. Renewal notices are sent out in February.
- Business licenses are not pro-rated and are non-transferable. A fee is due if rented any days within a year.

Section 1 Property Information

Rental Property Address: _____

Number of Rental Units: _____ Dwelling Units: _____ Rooming Units: _____

Chap. 4 Art.8 Sec. 4-176

Dwelling Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation
Rooming Unit: A room rented or leased as sleeping and living quarters, but without cooking facilities and with or without an individual bathroom. In a suite of rooms without cooking facilities, each room, which provides sleeping facilities, shall be counted as one rooming unit for the purposes of this article.

Section 2 Owner Information

Business Name: _____
(Required if applicable)

Name of Natural Person: _____
Chief Operating Officer- Owners

State Driver's License/ ID.: _____

Primary Phone: _____ Another Phone: _____

Email Address: _____

Address Line 1: _____
(Physical Address Required)

Address Line 2: _____
(P.O. Box if applicable)

City, State, Zip Code: _____

Section 3 Contact Information

Who should we contact for the annual license renewal? If you are not local (50 miles) you will need a PM.

- Owner as listed Property Manager

Who should we contact for inspections on your property?

- Owner as listed Property Agent

See Sec 4-179 on the following page for changes in ordinance for property managers.

Skip Sec. 4 if owner managed

Section 4

Property Agent: Manager, Contract Buyer, or Maintenance Person

Business Name

(Required if applicable): _____

Name of Person: _____

 If contract buyers name isn't on deed -- the owner is required to register

Primary Phone: _____

Another Phone: _____

Email Address: _____

Address:

Physical address-Req. _____

(P.O. Box if applicable)

City, State, Zip Code: _____

Section 5

Property Information

 Is this a duplex? Upper/Lower Units Side by Side Use a Y or N

How is each unit addressed?

Unit #1 _____

Unit #2 _____

 Is this a dwelling unit(s) within a townhouse, condo, or coop association?

 Is this property 4 or more dwelling/rooming units? Not being rented to one family or individual. **REQUIRED**

Section 6

Occupant Information

Owner Occupied?

Applicable Unit #?

Student Occupied?

Yes/No _____

Section 7

Important Information

Sec 4-178: **LICENSE EXEMPTION.** No personal or professional relationship between a property owner and a tenant shall exempt the subject property from license and registration. The amount of rent paid by a tenant to a property owner shall have no bearing on the requirement that a property be licensed and registered. Rent-to-own or lease purchase properties, however, shall not require a rental license provided that the relevant agreement between parties establishes the purchaser's equitable interest in such property and said agreement is recorded with the County Recorder's Office.

Sec 4-179: **LICENSE APPLICATION.** Each applicant for a license or license renewal shall provide their full name, mailing address, electronic mailing address, phone number, and proof of ownership. Proof of active landlord insurance, including general liability coverage for the licensed property, shall also be required at the time of application or renewal. In the case of a limited liability company (LLC) or similar legal entity, all registered agents shall be identified as well as the registered office in addition to the above described contact information. Each applicant shall also be required to identify a property manager who will be responsible for the regular maintenance of the property. Such a person must reside or maintain an office within fifty (50) miles of the City measured from the municipal boundary. An owner who meets the requirements of this section as to location of residence or office may designate themselves as manager. Any individual or entity managing rental property on behalf of the owner of record must hold a current real estate broker's license in accordance with the Real Estate License Act of 2000 (225 ILCS 454/), unless exempted by that Act.

Sec 4-181: **INSPECTION ACCESS.** All rental properties licensed under this article shall be subject to inspection by the City upon reasonable notice to the property owner or their designee. The property owner and/or their property manager shall be present in person for all inspections having been given reasonable notice. Failure to be present shall constitute missing an inspection. Missing an inspection three or more times in a twelve-month period may be used by the Building Official as justification for license revocation. If any property owner, manager, tenant, occupant, or other person in control of the rental unit fails or refuses to consent to free access and entry to the property by the City, the City may apply to the circuit court for an appropriate order authorizing such access. Refusal by a property owner or their designee to provide access to a property may be used by the Building Official as justification for license revocation. Refusal by a tenant to provide access to their respective unit shall not be used by the Building Official as justification for the same.

Section 8

Owner's Signature

I understand that this license expires on March 1 and cannot be transferred to another property, or to another owner. I also understand that if there is any change in property ownership, owner address, or agent/contact information that I MUST NOTIFY the Inspection Department within 30 days of the change. I understand that I am responsible to all licensing, inspection, or nuisance charges on said rental property during all periods of ownership.

I understand that if I receive notice and fail to make repairs, the sale of the property will not relieve me of the responsibility for repairs as ordered by Code Official. I understand that repairs may require permit(s) and if so, I will obtain permits and call for inspections as required. I UNDERSTAND THAT ALL WORK MUST CONFORM TO THE CODES OF THE CITY OF ROCK ISLAND AND THAT LICENSED CONTRACTORS UNDER PERMIT MUST COMPLETE PLUMBING, ELECTRICAL, OR HEATING/AC WORK.

I certify and declare that the information furnished by me on this application is true and complete to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of Rock Island and the State of Illinois.

Signature _____

Date: _____