

# RESIDENTIAL RENTAL LICENSE APPLICATION Department of Licensing and Collections

## PLEASE COMPLETE THIS FORM IN ITS ENTIRETY

### RESIDENTIAL RENTAL PROPERTY INFORMATION

Property Address:				
Total Units:	Is this property vacant? Y	Yes ☐ No		
PROPERTY OWNER INFO	ORMATION			
Owner Name:		_	<del>-</del>	
Owner Address (No P.O. B	Зох):			
Home Phone:		Cell Phone:		
· · · · · · · · · · · · · · · · · · ·		Fax Number:		
E-mail Address:		24-Hour Phone:		
<b>MAILING ADDRESS</b> – SAI	ME AS ABOVE			
Address:				
PROPERTY MANAGER II	<b>NFORMATION</b> – SAME AS ABOVE			
			_	
Address (No P.O. Box):				
City:		State: Zip:		
Cell Phone:		Alternate Phone:		
The signatory below certifie as provided.	es that to the best of his/her knowled	lge all the foregoing info	ormation is true and correct	
Print Name and Title	tle Signatu	ure	Date	
	Licenses are due each calendar yea epartment, (847) 360-0334, with any	<del>-</del>	-	
	FOR OFFICE USE	E ONLY		
Current Zoning?		Account Number:		
Approved for occupancy?	☐ Yes ☐ No	License Number:		
Exempt from inspection for	r current year?			
Reviewed by/Date:	,	Approved by/Date:		



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It is your responsibility to maintain all your information current with the City of Waukegan and comply with all ordinance requirements.

Information pertaining to business licenses can be found within Chapter 14: Licenses and Miscellaneous Business Regulations under the Code of Ordinances for the City of Waukegan. This information can be accessed online via our website: <a href="https://www.waukeganil.gov">www.waukeganil.gov</a>.

#### **APPLICATION FEES**

LICENSE APPLICATION FEE (Non-Refundable).....\$25.00

### **RENTAL UNIT AND INSPECTION FEES**

1 – 49 UNITS (Maximum \$500)	\$37.50 per UNIT
50 UNITS AND ABOVE	\$525.00
UNIT INSPECTION FEE	\$30.00 per UNIT

## ADDITIONAL FEES (WHEN APPLICABLE)

RE-INSPECTION FEE	\$75.00 per UNIT
RE-SCHEDULE FEE (Less than 48 hour notice)	\$75.00 per UNIT
NO SHOW FEE	\$100.00
SUSPENSION FEE	\$200.00
REVOCATION FEE (Must also pay License Renewal)	\$200.00
INSUFFICIENT FUNDS FEE (Returned Check)	\$35.00