



RESIDENTIAL RENTAL APPLICATION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY

RESIDENTIAL RENTAL PROPERTY INFORMATION

Property Address: _____

Total Units: _____ Is this property vacant? Yes No

PROPERTY OWNER INFORMATION

Owner Name: _____

Contact Name: _____ Title: _____

Owner Address (No P.O. Box): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax Number: _____

E-mail Address: _____ **24-Hour Phone:** _____

MAILING ADDRESS – SAME AS ABOVE

Address: _____

PROPERTY MANAGER INFORMATION – SAME AS ABOVE

Manager Name: _____

Address (No P.O. Box): _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate Phone: _____

The signatory below certifies that to the best of his/her knowledge all the foregoing information is true and correct as provided.

Print Name and Title

Signature

Date

NOTE: Residential Rental Licenses expire each calendar year by December 31. You may contact the License Division at (847) 360-0334, with any questions you may have regarding your License.

FOR OFFICE USE ONLY			
Current Zoning?		Account Number:	
Approved for occupancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	License Number:	
Exempt from inspection for current year?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Reviewed by/Date:		Approved by/Date:	



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: www.waukeganil.gov.

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

REVOCAION FEE (Must also pay License Renewal)\$200.00

INSUFFICIENT FUNDS FEE (Returned Check)\$35.00