

# VILLAGE OF BUFFALO GROVE

Community Development Department | Building & Zoning Division  
Fifty Raupp Blvd | Buffalo Grove, IL 60089-2139 | Phone 847-459-2530 | Fax 847-777-6046  
www.vbg.org | rentals@vbg.org



## RESIDENTIAL RENTAL HOUSING PROGRAM APPLICATION

Please TYPE or PRINT clearly and complete ALL portions of the application

Payment must be submitted with application – faxed or emailed applications are not accepted

Please see PAGE 2 for fees, inspection and other important information

### RENTAL PROPERTY INFORMATION:

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

- Do you have other rental properties in Buffalo Grove? Yes or No (Please submit a copy of this form for each property.)

TYPE OF PROPERTY:       Single Family Attached (townhome, condo, etc.)       Single Family Detached

TYPE OF APPLICATION:       New       Renewal

### PROPERTY OWNER INFORMATION: (REQUIRED)

Trust: List name(s) of Trustee or Primary Beneficiary | Corporation, Firm, or LLC: List name of corporation, firm, LLC, or partnership and name of signing Member, Officer, or Partner

Name (s) \_\_\_\_\_

Address (PO Box not acceptable) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### LOCAL AGENT INFORMATION: (person designated to manage property on your behalf, not your association)

Name (s) \_\_\_\_\_

Address (PO Box not acceptable) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

- Do you want all correspondence to go to the property manager? Yes or No

### EMERGENCY CONTACT INFORMATION: (REQUIRED – Must be someone other than owner)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

### RENTER INFORMATION:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

All of the information provided in the Application is true and correct to the best of my knowledge. I understand the issuance of this license is conditional upon compliance with all Village Ordinances and the results of any inspection of above premises at this time or any subsequent inspection while this license is in force.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

#### OFFICE USE ONLY

Date Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Check Number \_\_\_\_\_ License Number \_\_\_\_\_ License Issued/Emailed \_\_\_\_\_

# RESIDENTIAL RENTAL HOUSING PROGRAM APPLICATION – PAGE 2

## Important Information

Residential Rental Licensing Program information can be found:

- On the Village website at [www.vbg.org/rental](http://www.vbg.org/rental)

License Dates:

- The licensing year runs January 1 through December 31. All licenses expire on December 31 each year.
- Rental property owners are responsible for renewing their license before it expires.
- Licenses and renewal reminders will be *emailed* only – be sure that a current email address is listed on the application.
- The following year's application and license fee must be received by the Village no later than December 31.

Other:

- Rental licenses are not transferrable.
- If the property is sold, the former owner (seller) is responsible for notifying the Village in writing within 30 days.
- If the property owner's contact information changes, the Village must be notified.

Annual Base Fee (new license or renewal prior to December 31):	\$85
Late Registration Fee (late fee is in addition to base fee)	
If license fee is paid between January 1 <sup>st</sup> and February 1 <sup>st</sup>	\$85
If license fee is paid after February 1 <sup>st</sup>	\$170
Reinspection fees	
First reinspection	\$50
Second reinspection	\$75
Third and subsequent reinspection fee(s)	\$125
Absentee or Cancellation Fee (fee for no-show & cancellation w/in 24 hours of scheduled inspection)	\$60
Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments. Payments are not accepted online or over the phone.	

Inspections:

- The property owner is responsible for obtaining the tenant's consent for the scheduled inspections.
- An inspection shall be performed at least every other year provided that there are three or less violations found on the premises. If the number of violations found on the premises equals four or more, the premises must be inspected within the next 12-month period.
  - Example #1: A rental property is inspected during year 1 and found to have no violations. For year 2, the annual license fee must be paid, but an inspection will not be required until year 3.
  - Example #2: A rental property is inspected during year 1 and found to have 3 violations. The violations are corrected, the reinspection fee paid, and the reinspection is approved. For year 2, the annual license fee must be paid, but an inspection will not be required until year 3.
  - Example #3: A rental property is inspected during year 1 and found to have 4 violations. The violations are corrected, the reinspection fee paid, and the reinspection is approved. For year 2, the annual license fee must be paid and an inspection will be required. If year 2's inspection has three or less violations, the annual license fee must be paid for year 3, but an inspection will not be required again until year 4.
- Any violations found must be in compliance, reinspection fee paid, and a reinspection scheduled within the timeframe set by the Village inspector, typically no longer than 30 days.
- **IMPORTANT:** The annual registration fee must be paid every year, regardless of whether or not an inspection is required that year.

Inspection Checklist:

- Below is a list of some common violations and general items the inspectors will be looking at when they are conducting a single family home (attached/detached) rental property inspection. This list is not all inclusive and is provided as a general guideline of some of the most common violations found.

### Common Exterior Violations

- Paint peeling from surfaces needing protection
- Loose and missing roof shingles, roof leaks
- Missing or deteriorated siding
- Sheds, decks or fences in disrepair
- Gutters rusted or hanging loose
- Vacant, open buildings
- Street number not displayed
- Overgrowth of weeds or grass on vacant or developed lots (including easements)
- Dead or diseased tree hazards
- Inoperable vehicles on private property
- Violations involving storage or disposal of refuse
- Illegal dumping
- Accumulations of trash and junk

### Common Interior Violations

- Malfunctioning gas appliances
- Inoperable or leaking plumbing
- Improper gas or water lines
- Electrical hazards
- Inoperable heating systems
- \* Smoke detectors missing or inoperable
- \*\* Carbon monoxide detectors missing or inoperable
- Damage from leaking roofs
- Pest infestation
- Poor sanitation
- Overcrowding
- Unlabeled electrical panels, GFCI outlets in kitchen and bathrooms

\* Smoke detectors are required inside of each bedroom and in the immediate vicinity of bedroom areas and on each level.

\*\* Carbon monoxide detectors are required in the immediate vicinity (within 15 feet) of any and all bedrooms.