



City of Highland  
Building and Zoning

**Residential Rental Unit Inspection Request**

Owner Information	Local Agent Information
<b>Name:</b>	<b>Name:</b>
<b>Mailing Address:</b>	<b>Mailing Address:</b>
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>

**Property Information:**

Address of Property: \_\_\_\_\_ Unit: \_\_\_\_\_

Is the unit tenant occupied? If the unit contains any tenant belongings, then it is considered tenant occupied.  Yes  No

If tenant occupied, then has written consent form been received?  Yes  No

Inspection Scheduled (Date and Time): \_\_\_\_\_ Inspection Fee Paid (Cash/Check/Credit Card): \_\_\_\_\_

Name and cell number of landlord or landlord representative meeting inspector at the property:

\_\_\_\_\_

Date of Tenancy/Ownership Change: \_\_\_\_\_

Ordinance No. 3059 Sec. 33-226 Health Safety Inspection (a) - At each change in tenancy, a health safety inspection certificate of compliance must be obtained by every owner and/or landlord, or the agent or representative of the owner and/or landlord of the residential rental property. A change of tenant(s) requires all residential rental property be brought into compliance with City Code. If the residential rental structure or residential rental property is found to be in violation of the Code, the deficiencies must be corrected, and the property re-inspected and approved prior to being let for occupancy. If the residential rental property has been issued health and safety inspection certificate of compliance within the past six months at the time of a change in tenancy, the owner or agent or representative of the owner may request to waive the health and safety inspection. The City may accept or deny the request.

**Legal Notices:** It shall be unlawful for the owner of any premises containing one or more dwelling units, or any agent acting for such owner to allow occupancy of any dwelling unit on the premises by another, or to represent to the general public that such premises or any part thereof is for rent or lease unless said rental housing is currently registered with the City of Highland and such registration has not been invalidated or revoked.

**Penalty:** Failure to comply with the requirements of Ordinance No. 2836 will result in a citation for a city ordinance violation and a notice to appear in court being issued. City ordinance violation fines range from \$50.00 to \$750.00 per day.

Requests for residential rental inspection, payments, and waivers may be submitted to the City of Highland's Building and Zoning Department, 2610 Plaza Drive, Highland, IL 62249. Or, inspection requests may be emailed to [highlandzoning@highlandil.gov](mailto:highlandzoning@highlandil.gov) and the payment made direct at the office or called in to the City of Highland's Building and Zoning Department at 618-654-7115.