



Village of Woodridge

COMMUNITY DEVELOPMENT DEPARTMENT - FIVE PLAZA DRIVE - WOODRIDGE, IL 60517-4199
PHONE (630) 719-4750 - FAX (630) 719-2900

September 7, 2012

The purpose of this letter is to inform you that the Village has expanded its residential rental license program. You have received this letter because based on Village records, you own residential rental property within the Village of Woodridge. If you no longer own rental property within the community, please disregard. If you do own residential rental property in Woodridge, please read below for more information.

Please note that there are two tiers to the expanded program and depending on the type of rental units you own, the program may impact you in different ways.

- **Owners of three or more multi-family rental units in Woodridge:** If you own three or more multi-family rental units anywhere within Woodridge, you are now required to obtain an annual residential rental license and have your units be a part of the annual Village inspection program. You must submit the license application, found here (<http://www.vil.woodridge.il.us/departments/Applications.aspx>) and appropriate fee by October 1, 2012. In addition to this requirement, you or a management representative must attend a crime free housing seminar provided by the Woodridge Police Department before July 27, 2014.
- **Owners of single-family rental units and/or two or less multi-family rental units in Woodridge:** You are required to register your properties and provide emergency contact information to the Community Development Department with the form provided here (<http://www.vil.woodridge.il.us/departments/Applications.aspx>). You or a management representative must also attend a crime free housing seminar provided by the Woodridge Police Department before July 27, 2014.

If you have any questions, please contact me at (630)719-4750.

Sincerely,
Village of Woodridge

Allen Fennell
Building Inspector