



# Village of Carol Stream

## Residential Rental License Application Instructions

The Village of Carol Stream requires that every person operating a residential rental property within the Village obtain a license for said property. The licensing requirement applies to all rental apartments, condominiums, townhomes, and single family homes. Several exceptions apply including; dwellings rented to immediate family members, hotels/motels, nursing homes/retirement homes/rest homes/hospices/etc., and state regulated group homes.

Please follow the instructions below when completing your license application.

- 1) Complete, in entirety, the Residential Rental License application. Be sure to include information for a local agent if the legal owner resides outside of Illinois. A separate application is required for each property owned.
- 2) Arrange for payment of the license fee. Fees may be paid in person at the Municipal Center or by mail. If you cannot pay at the time of application, you will be sent an invoice for the license fee. Fees are to be paid within 30 days and are assessed as follows:

\$75.00 per individual dwelling unit (condo/townhome/single family); or  
\$100.00 per multi-family apartment building (as defined by address number)

- 3) Register to attend a Crime Free Multi-Housing Seminar. Available dates and times are posted on the Carol Stream Police Dept. webpage:  
<https://www.carolstream.org/departments/police-department/police-programs-and-services/crime-free-multi-housing-program>

Once you have attended the seminar and paid your license fee, your application will be approved and returned. The rental license is good for one year. The renewal process will be the same as initial application; however, attending the Crime Free seminar is only required one time. The rental license is non-transferable.

If you have any questions please contact the Crime Free Housing Coordinator:

Dino Heckermann at (630) 871-6214 [checkermann@carolstream.org](mailto:checkermann@carolstream.org)



Application for:  
**Residential Rental License**  
 Complete and return to:  
 500 N. Gary Ave., Carol Stream, IL 60188  
 Fax: (630) 668-2397

Do Not Write in This Space

Date of Application: \_\_\_\_\_

**Application must be completed entirely**

Address of Rental Property: \_\_\_\_\_

Property Type:  Apartment: Number of Buildings: \_\_\_\_\_ Total Units: \_\_\_\_\_  
 Condominium  Townhome  Single Family Dwelling

**LEGAL PROPERTY OWNER INFORMATION**

*Full legal names, addresses, and home and business phone numbers of every firm, partnership, limited liability corporation or other entity and every officer and it's registered agent of a corporation is required. Trust beneficiaries must also be disclosed, including percentage of ownership. Attach additional pages if more space is needed. **P.O. Boxes are NOT acceptable.***

Individual  Firm  Partnership  LLC  Other: \_\_\_\_\_

Name of Legal Owner(s): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Primary Contact Person/Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

24-Hour Emergency Contact (Name/Phone #): \_\_\_\_\_

**LOCAL AGENT INFORMATION** (Required for all legal owners living outside the State of Illinois)

*Full name, address, and home and business phone numbers of property manager/management company. Attach additional pages if more space is needed, or to list additional persons. **P.O. Boxes are NOT acceptable.***

Name of Local Agent(s): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Primary Contact Person/Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

24-Hour Emergency Contact (Name/Phone #): \_\_\_\_\_

I, the undersigned, do hereby acknowledge and agree to the following:

1. The information in this application is true and correct.
2. I have read and understand Chapter 10.12 Residential Rental License of the Carol Stream Code of Ordinances. (Available at [www.carolstream.org](http://www.carolstream.org) or at the Carol Stream Village Hall)
3. The Village of Carol Stream shall be notified of any change of information within ten (10) days.
4. I, the owner or local agent, shall be reasonably accessible to the Village at any time, and shall maintain a local office available for contact in Illinois.
5. An inspection and re-inspection of the property may be conducted to determine whether the property is in compliance with the Residential Rental License ordinance or other applicable ordinances of the Village of Carol Stream.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Document Delivery Method:  E-Mail  U.S. Postal Service

<b>Do Not Write Below – For Village of Carol Stream Official Use Only</b>			
Fee Due: \$ _____	Paid Date: _____	Method: Cash/Check/CC # _____	CFH Date: _____
License Number: _____	Issue Date: _____	Renewal Date: _____	
Official Signature: _____	Date: _____		
<input type="checkbox"/> New License	<input type="checkbox"/> Renewal	<input type="checkbox"/> Inspection Required	<input type="checkbox"/> Inspection <u>NOT</u> Required
<b>Note: This signed application shall serve as the temporary rental license issued by the Village of Carol Stream.</b>			