



- Complete this application in its entirety.
- Sign the acknowledgement page on the reverse side.
- Submit the completed application form and payment to the Finance Department.
- Direct any questions to the Finance Department at 847-895-4500.

Property Location Information:

Apartment Complex Name: _____

Main Address of Property: _____

Total number of individual units in complex: _____

Property Owner:

Name of Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Agent/Property Management Information:

Check here if there is Onsite Management

Onsite Management Address: _____

Name of Property Management Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Bus Phone: _____ Business Email: _____

Property Manager/Agent Name: _____

Agent Phone: _____ Agent Email: _____

Emergency Contact Information:

Name: _____ Phone: _____

Name: _____ Phone: _____

Common Elements and Annual Related Fees as Applicable: On site management offices and many amenities require additional business license(s) from the Village of Schaumburg.

*Please check all that apply.

Club House Address _____

Elevators Ground Sign(s) Swimming Pool(s)/Spas (Indoor/Outdoor)

Fire Alarm System Parking Structures/Facilities Dumpster Enclosure(s)

Garbage Chutes Common Laundry Facilities Other: _____

APARTMENT COMPLEX RENTAL LICENSE APPLICATION Page 2 of 2

ORDINANCE INFORMATION: Additional requirements and information is available on the village website at Schaumburg.com.

§ 99.10 LICENSING AND OPERATION OF RESIDENTIAL UNITS AND CRIME-FREE HOUSING PROGRAM.

Crime-Free Housing Program Required: All persons applying for a rental license shall have successfully completed a mandatory crime-free seminar and meet all requirements. This program is administered by the Schaumburg Police Department. The seminar must be attended prior to the issuance of the rental license. Failure to do so will result in a fine and possible court appearance. Please contact the Crime Free Hotline at 847-348-7274 with questions about the class or related requirements.

§ 123.02 RENTAL LICENSE REQUIRED.

License, Application, and Inspections: No person shall engage in the business of renting without having obtained a license. For purposes of this chapter, the "business of renting" shall include, but not be limited to, the rental, offering for rent, or advertisement for rent of any property in the village. Application for rental license shall be made in writing. In the event any of the information requested should change, it shall be the obligation of the owner to notify the village in writing within ten (10) days of the change. Common area inspections and exterior property maintenance inspections are conducted by various Village of Schaumburg departments.

Fees- Apartment Complex Rental License Fee Schedule: All licenses are good through December 31 of the year applied.

<u>1-50 units</u>	\$340	<u>51-100 units</u>	\$690	<u>101-200 units</u>	\$1,035
<u>201-300 units</u>	\$1,385	<u>301-400 units</u>	\$1,710	<u>401-500 units</u>	\$2,060

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further time while in force. I/We have read this application and answered all questions in full and the information I/We have submitted in this application is complete and truthful to the best of my knowledge.

Print Name: _____ Title: _____

Signature: _____ Date: _____