



RESIDENTIAL RENTAL LICENSE APPLICATION

Address of Rental Property: _____

- Is there a property owners' association associated with this location? [] No [] Yes

Association Name: _____

- Do you rent other residential property in Schaumburg? [] No [] Yes *If yes, how many? _____

*List additional Schaumburg properties here: _____

Type of Property: [] Townhouse \$65 [] Condominium Unit \$65 [] Rooming House \$65
[] *Short Term Rental/Airbnb \$100 (Inspection Required for all rentals 30 days or less)

I have completed Schaumburg's Crime-Free Class? [] No [] Yes If yes, list date _____

Property Owner Information: Street address is required. *Do not list Post Office Box*.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Billing E-Mail Address: _____

Local Agent Information: *Required for all non-local owners.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Email Address: _____

Emergency Contact Information: *Required.

Name: _____ Phone: _____

Name: _____ Phone: _____

I/We understand this is an application only and issuance of the 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. The license will not be issued until successful completion of the Crime-Free Multi Housing Class and providing the mandatory Crime Free Housing Addendum. 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.

SIGNATURE _____ DATE _____

Ordinance Information:

123.02 RENTAL LICENSE REQUIRED.

- (A) License Required: 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.
 - (1) Residential Property: It shall be unlawful to rent a residential dwelling or dwelling unit without first obtaining a rental license issued by the department of finance for the specific location.
 - (2) Nonresidential Property: It shall be unlawful to rent a nonresidential building or structure without first obtaining a rental license issued by the department of finance for the specific location.
 - (3) Short-Term Rental: It shall be unlawful to rent, offer for rent, or advertise for rent a short-term rental in the village without first obtaining a rental license issued by the department of finance for the specific location.
 - (4) Accessory Structures: It shall be unlawful to rent any accessory building or structure on a residential property for human habitation. Any accessory structure may be utilized as an amenity at any specific location for which a rental license has been issued pursuant to this chapter.
 - (5) Exception: This licensing requirement shall not apply to group homes governed by 405 ILCS 35/1 et seq., as amended, Specialized Living Centers Act, dealing with the developmentally disabled, or other similar uses governed by state or federal laws, rules or regulations.

Fee Schedule: All licenses are good thru December 31 of the year applied. **July 1st – half year rate of \$32.50**
Multi-Family per unit: \$65.00

Additional Information:

Rental License Application and Fee

For questions regarding residential licenses, please call at 847-895-4500. Send this completed application form and the fee payment to the attention of the Finance Department.

Crime-Free Housing Seminar

All persons applying for a rental license shall have successfully completed a mandatory crime-free multi-housing seminar, administered by the Schaumburg Police Department, prior to issuance of the rental license. The seminar may be attended after application has been submitted and the license will be issued after successful completion. Please contact the Crime Free Housing Hotline at 847.348.7320 with questions about the class.