



**Residential Rental
Application Packet**



28581 IL Rte. 120 Lakemoor, IL 60051
Phone: (815) 385-1117
Fax: (815) 385-8206
Website: www.lakemoor.net

RESIDENTIAL RENTAL INSPECTIONS PROGRAM FACT SHEET

On July 10, 2009, The Lakemoor Village Board adopted an amendment to Chapter 15 Housing Code concerning rental residential dwellings (Lakemoor Village Ordinance 09-O-14).

- i. **PURPOSE OF THE PROGRAM** The Rental Housing Inspection Program was adopted to protect the public health and safety by ensuring rental units comply with minimum housing standards as established by Village Ordinance, protect the character and stability of residential areas, correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety and general welfare and health of the persons occupying the dwelling, facilitate the enforcement of minimum standards for the maintenance of existing rental residential property and to preserve the value of land and buildings throughout the Village of Lakemoor.
- ii. **SCOPE OF THE PROGRAM** Rental units are registered on an annual basis. The Village's goal is to inspect all residential units exterior and interior within a twenty-four (24) month period (bi-annually). The purpose of the inspection is to ensure that the maintenance of existing buildings and premises is in accordance with the provision of the Ordinance.
- iii. **TIME AND PROCEDURE OF INSPECTIONS** The Building Department will schedule inspections via telephone/email with all applicable owners or managers. If you cannot make the scheduled time, please contact (815) 385-1117 as soon as possible to reschedule and avoid the assessment or re-inspection fees.
- iv. **FEES** Annual fees for registration of any rental dwelling pursuant to this chapter shall be \$100 per dwelling unit, as defined in hereafter. Should violations of the standards and regulations of this code be found and not be corrected by the time of the first reinspection, the owner shall be subject to a fee of \$50 for the second reinspection and each subsequent reinspection until such violation is corrected.
- v. **PENALTY** Violation of this section shall be subject to a fine not less than \$50.00 and not more than \$750.00 per offense. A separate offense shall be deemed committed on each day the violation continues.
- vi. **PAYMENT** PRINT your RENTAL ADDRESS on your check. Make checks payable to: *Village of Lakemoor, 28581 IL-Rte.120 Lakemoor, IL 60051*. If you believe you have received this packet in error, please do not hesitate to call our office at (815) 385-1117.
- vii. **VACANCY** Pursuant to Section 15.03 of the Village of Lakemoor's Municipal Code, the Owner of any building that has become vacant must file a registration statement for each such building with the Village Clerk (villagehall@lakemoor.net) within 30 days after it becomes vacant and each year thereafter.
- viii. **OUTSTANDING DEBT TO THE VILLAGE** No owner shall be allowed to register any property if the Owner has outstanding fees or fines due and owing to the Village.

If you have any questions regarding this program, please feel free to contact us at (815) 385-1117 or Mary@lakemoor.net

January 2022



APPLICATION INSTRUCTIONS FOR CERTIFICATE OF REGISTRATION FOR RENTAL DWELLING UNITS

These instructions will assist you in completing the application of Rental Property Registration. Please review prior to completing the application. Application must be completed in its entirety.

- i. **RENTAL ADDRESS** The principal address of the complex or single building, the mobile/trailer or manufactured home, condominium, townhouse, etc.
- ii. **PARCEL NUMBER** The tax identification number for the property. This information can be obtained from your tax bill or from the Assessor's office.
- iii. **FEES**
 - a. **ANNUAL RENTAL PROPERTY REGISTRATION FEE:** \$100.00 per "Dwelling Unit"
 - b. **REINSPECTION FEE:** \$50.00 per inspection to correct violations
- iv. **DESCRIPTION OF PREMISES** Identifying information of multiple buildings on one site or under one address. Indicate the identification number/letter of the building, as well as the number of dwelling units in the building. *If buildings have separate street addresses, fill out a separate application for each address.*
- v. **LEGAL OWNER(S)** The legal street address of the building's owner. Post Office Box numbers are not acceptable. If the property is held by a partnership, corporation, trust, or association, attach the name (as written in The Recorder's Office on legal documents), position, address and phone number of each member having fiduciary interest in the property.
- vi. **AUTHORIZED MANAGER/AGENT** Company and/or person authorized to act for the owner to receive mail, resolve code violations, and provide payment of all fees and/or fines.
- vii. **MORTGAGE HOLDER** If there is a mortgage on the residential premises, please provide the mortgage holder's name, address, and phone number.
- viii. **CONTRACT BUYER** If the residential premises is being sold or transferred under a Contract for Sale, or under a Contract for Deed, provide a copy of the purchase contract and the name, address, and phone number of the buyer(s).
- ix. **TENANT(S) NAME(S) AND TELEPHONE NUMBERS/EMAIL(S)** All tenants as listed on rental agreement.
- x. **SIGNATURE** read the conditions of the application. The responsible party is to sign and date the application.

Questions concerning this application may directed to (815) 385-1117 / Mary@lakemoor.net



RENTAL PROPERTY REGISTRATION APPLICATION

Village of Lakemoor Ordinance Chapter 15

Village Hall
28581 IL-Rte.120
Lakemoor, IL 60051
Phone: (815) 385-1117
Email: Mary@lakemoor.net

Office Use Only:
YEAR RECEIVED: _____
Fee \$ _____ Cash Credit Card Check _____
Inspection Date _____ Approved Not Approved

SECTION 1: RENTAL INFORMATION/FEEES

If you are registering multiple addresses, or if there are multiple addresses under one parcel no., please provide each rental address and parcel no. on a separate sheet of paper and attach to application. Parcel no. may be found on a tax bill or deed.

Rental Address _____ Parcel (Pin) No. _____

Lease Term: IN Date _____ OUT Date _____

Annual Registration Fee: \$100.00 per "Dwelling Unit"

Re-inspection Fee: \$50.00 per inspection to correct violations

SECTION 2- DESCRIPTION OF PREMISES

If buildings have separate street addresses, fill out a separate application for each.

Single Family: _____ Condo/Townhouse: _____ Mobile/Manufactured Home/Trailer: _____
Multi-Family: No. of Buildings _____ plus No. of Units _____

SECTION 3- LEGAL OWNER(S) (Corporation or Limited Liability Company)

Name: _____ Phone No. _____
Address: _____ Email: _____
City: _____ State: _____ Zip Code: _____

SECTION 4- AUTHORIZED MANAGER/AGENT (IF SAME AS LEGAL OWNER, PLEASE COMPLETE)

Company Name: _____ Rep. Name: _____
Address: _____ Email: _____
City: _____ State: _____ Zip Code: _____ Phone No. _____

SECTION 5- MORTGAGE HOLDER (P.O. BOX ADDRESSES ARE NOT ACCEPTED) CHECK IF NO MORTGAGE HOLDER ON PROPERTY

Name: _____ Phone No. _____
Address: _____ Email: _____
City: _____ State: _____ Zip Code: _____

SECTION 6- CONTRACT BUYER

If this residence is being sold or transferred under a Contract for Sale or a Contract for Deed and IS NOT A RENTAL, please furnish a copy of the purchase contract and provide the name and contact information of buyer.

Name: _____ Phone No. _____
Address: _____ City: _____ State: _____ Zip Code: _____

ALL SECTIONS MUST BE COMPLETED-FAILURE TO DO SO WILL RESULT IN AN INCOMPLETE APPLICATION AND LATE FILING FEES COULD BE ASSESSED.



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SECTION 7- WATER BILL PAYMENTS

Indicate who will be responsible for paying the water bill. Property Owner Renter

Name: _____

Phone No. _____ Email: _____

TENANT(S) NAME(S) – AS LISTED ON THE RENTAL AGREEMENT AT TIME OF REGISTRATION

Name _____ Phone No. _____

Unit Address _____

Name _____ Phone No. _____

Unit Address _____

Name _____ Phone No. _____

Unit Address _____

Name _____ Phone No. _____

Unit Address _____

(PLEASE USE ADDITIONAL PAPER IF NEEDED AND ATTACH TO THE APPLICATION)

I/We, the undersigned, hereby certify that:

1. The data submitted in this application is an accurate representation as of the date of the application and the registration statement shall serve as prima fascia proof of the statements in any administrative enforcement or court proceeding instituted by the Village against the owner or owners of the dwelling.
2. I/We understand that it is illegal to operate a rental unit, within the Village of Lakemoor, without a Certificate of Registration. I/We also understand that failure to comply or provide accurate information will result in legal actions and fines.
3. I/We understand by designating an authorized agent, I/We are consenting to service of any and all notices of code violations concerning the registered building and all process by service of the notice or process on the authorized agent.
4. **I/We understand that I/We must contact the Lakemoor Building Department if this property is sold.**

Signature _____

Date _____



Village of Lakemoor Consent to Inspect

PROPERTY ADDRESS _____

PROPERTY OWNER _____

The Village of Lakemoor has initiated a life safety and property maintenance program for all rentals. Items for inspection include but are not limited to; exterior and interior building maintenance, electrical, plumbing, heating/ventilation, and life safety codes.

The Inspector must be able to have access to all parts of the building and property.

THE VILLAGE OF LAKEMOOR REQUIRES THAT TENANTS PROVIDE WRITTEN CONSENT BEFORE AN INSPECTION CAN TAKE PLACE. THIS CONSENT WILL APPLY TO THE FIRST INSPECTION AND ALL FOLLOW-UP INSPECTIONS.

**If tenant(s) have dogs, cats or other pets that run freely in the home or outside,
please have them tied up or caged during the time of inspection.**

TENANT/LESSEE SIGNATURE REQUIRED	UNIT#	CONSENT	List any Pets
1. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
2. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
3. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
4. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
5. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
6. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
7. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
8. _____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

DATE OF INSPECTION: _____ INSPECTOR SIGNATURE: _____



Pre-Inspection Checklist for Rentals

The following is a rough inspection check list, but not limited to inspections that will be administered as part of the Rental Housing Inspection Program.

INTERIOR

Smoke/Carbon Monoxide (CO) Alarms – State Law

- Required smoke & carbon monoxide (CO) alarms installed and working/located within 15' of sleeping areas or bedrooms?

Electrical

- Panel is properly labeled
- Switches, outlets & fixtures working and have required cover plates
- No oversized fuses or inappropriate use of extension cords. Is proper over current protection for service and circuit provided?
- Is electrical system deteriorated, damaged, worn or otherwise defective (open splices in wiring)?

Heating System

- Is furnace working and properly connected to chimney.... Is there proper clearance around furnace for combustion air and to prevent fire?
- Are Gas appliances properly connected to gas supply? (UL approved Gas Line – see *NICOR pamphlet*)

Plumbing

- Are fixtures properly installed and working properly with no leaks?
- Is water pressure proper?
- Are required plumbing fixtures in place (bathtub or shower, lavatory, water closet and kitchen sink)? Are they maintained in a sanitary, safe, working condition?

Exiting (State Law and Life Safety Code)

- Are required exit pathways open and not blocked?
- Are halls and stairways properly lighted?
- Do bedrooms have openable escape windows?
- Do doors unlock from inside without use of a key?

Structure/Interior Surfaces

- Are floors and floor coverings in good condition?
- Are window screens installed and in good repair?
- Are doors and door hardware in good repair?
- Do screen doors have self-closing devices?
- Are stair treads and handrails in sound repair? (*4+ steps = handrails, 30" off ground = guardrails, required rail height 34" – 38" off steps*)
- Are all interior surfaces maintained, clean and sanitary?
- Is peeling paint, loose plaster, decayed wood, or other defective surfaces present?

Other

- Is building free of insects and rodents? If not, please have exterminated.
- Are tenants properly storing and regularly removing garbage and rubbish? No accumulation of junk?
- Are supplied appliances in working order?
- Are clothes dryers exhaust vented to outside?
- Do bathrooms have operable window in lieu of exhaust fan vented to outside?



Pre-Inspection Checklist for Rentals

EXTERIOR

Chimney

- Is chimney in sound condition?

Roof

- Is roof in good condition?

Rain Gutters and Downspouts

- Do gutters or downspouts need repair?
- Is storm water running away from dwelling and not ponding on exterior sidewalk area?

Overhang Extensions

- Are canopies or awnings in sound condition?

Wall/Siding/Trim

- Are all exterior walls, soffits, and fascia members in sound condition? Do they need scraping and painting?

House Numbers

- Are the house numbers clearly visible from the street?

Windows/Screens/Doors and Door Frames

- Are windows, doors, frames, and trim in sound condition and free of holes and cracks?
- Do window & door wood surfaces need sanding, scraping, and painting?

Foundation Walls

- Is foundation in sound condition and free of holes and cracks

Walks, Steps, Driveways and Parking Areas *(outside stairways have the same requirements as the inside stairs)*

- Are they in good, safe and sound condition?

Fences, Retaining Walls, and other Structures

- Are they in sound condition or do they need scraping and painting?

Garage and Shed

- Are garage and shed in sound condition?
- Do garage and shed roofs, doors, siding, soffits, fascia, or other members need repair, replacing or scraping and painting?

Yard Area

- Is property free of tall grasses and weeds, junk, rubbish, and garbage? There should be no inoperable, junk or unregistered vehicles.

REMEMBER: All work except minor repairs must be done with a permit. A licensed contractor should do all electrical, heating and plumbing.



TENANT INSPECTION REQUEST

Date _____

Property Address: _____ Apt: _____

Tenant's Name: _____

Tenant's Phone Number: _____

How long have you resided at this address? _____

How long have you been aware of the problem(s)? _____

Have you informed the landlord, owner or property manager of this complaint in writing? Yes No
If so please attach copy.

Have you had any additional conversation with the owner or the manager? Yes No
If so, who did you speak with? _____

What is the name, address and phone number of the Property Owner? _____

Nature of complaint: _____

(If additional space is required, use back of form)

After submitting this request, you will be contacted within (3) working days from the day the complaint was received.

If you wish to cancel a scheduled appointment, please contact the Village Hall at 815/385-1117 at least 24 hour prior to the time and date of the inspection. You will be asked to complete the "inspection cancellation" section of this form.

Signature of Complainant/Tenant

Date: _____ **INSPECTION CANCELLATION**

I wish to cancel this written request for an inspection.

Signature of Complainant/Tenant

FOR OFFICE USE ONLY

Date request received: _____ Inspector: _____

Appointment scheduled for: _____