



Village of Oak Lawn

2023 Rental Property Registration Form

Community Development & Property Maintenance

Section 6-5B Village Ordinance requires all Property Owners to register all rental property located in Oak Lawn.

Section 6-5B-7:F Village Ordinance requires all outstanding fees, fines, or penalties to be paid before registration.

Rental Property Address _____

Property Index Number (PIN#) _____ 24- _____

INSTRUCTIONS FOR COMPLETING THIS FORM:

- 1) Complete all sections (indicate N/A if not applicable)
- 2) Sign & Date the form
- 3) Submit all forms in their entirety with your payment

Annual Fee Total

- * Single Family Home..... \$200.00
- * Apartment/Condo..... \$75.00 per unit

Late Fee Total Late Fee applied after March 31st, 2023

- * Single Family Home..... Up to \$400.00
- * Apartment/Condo..... Up to \$150.00 per unit

SECTION I – Property Information

Rental Property Registration Fee for Billing Period: January 1st, 2023 – December 31st, 2023

<u>Type of Unit</u>	<u># of Units</u>		<u>Rate</u>	=	<u>Total</u>
Single Family Home	_____	x	\$200.00	=	\$ _____
Apartment	_____	x	\$75.00	=	\$ _____
Condo	_____	x	\$75.00	=	\$ _____
Unit # _____					

This Space for Village Use. Please Leave Blank.

Date Entered: _____

Approved By: _____

Total Due: _____

New Rental Registration

SECTION II – Owner Contact Information (Indicate Registered Agent if owned by a Corporation.)

Owner's Name _____

Mailing Address _____

City / State / Zip Code _____

Phone # _____ Email _____

SECTION III – Local Contact Information (Must be able to respond to an emergency on a 24-hour basis.)

Local Contact Name _____

Phone # _____ Email _____

By signing the Rental Property Registration Form, owners agree to the terms and conditions and accept financial responsibility for items outlined on the Rental Property Landlord Agreement. If the Rental Property Landlord Agreement is not completed, this registration will not be accepted, and the late fee will be charged after the due date of March 31st, 2023.

SIGNATURE _____ DATE _____



Village of Oak Lawn

2023 Rental Property Landlord Agreement

Community Development & Property Maintenance

Section 6-5B Village Ordinance requires all Property Owners to register all rental property located in Oak Lawn.

Section 8-9-1:C Village Ordinance requires all Rental Property be treated around the exterior quarterly for pest control.

Rental Property Address _____

Unit #: _____

By signing page 2 of the Rental Property Registration Form, the landlord/property owner/management company agrees to the following terms:

1. Nuisances that remain on the property after notification may be subject to removal by the Village of Oak Lawn/third-party contractor and the party responsible for the property will be invoiced for all costs incurred. (Tall grass, garbage/debris, rodent harborage) (8-1-3)
2. Short-term rentals are not allowed. (Ex. Airbnb, VRBO, Zumper) (3-33-1)
3. Basement/Garden Apartments are not allowed. (No bedrooms or kitchens) (4-2-3)
4. Heat must be provided to all units from September 15th to June 1st. (Minimum 65°) (6-1D-5)
5. Snow removal from driveways and walkways is required. (8-13-1)
6. The Village can request to inspect the interior of a rental property with a 72-hour notice.

Section IV - Rodent Control Services

Please provide the following information regarding exterior rodent control services for the rental property. The Village of Oak Lawn reserves the right to request proof of established abatement services.

The rental registration forms will not be accepted without this information.

*Condo units may use the account information from their condo association

Rodent Control Company: _____

Account #: _____

Company Contact: _____ Phone #: _____

Please attach a copy of a signed contract if possible.

By signing the Rental Property Landlord Agreement, owners agree to the terms and conditions and accept financial responsibility for items outlined above. If the Rental Property Landlord Agreement is not completed, this registration will not be accepted, and the late fee will be charged after the due date of March 31st, 2023.

SIGNATURE _____ DATE _____

VILLAGE OF OAK LAWN 9446 RAYMOND AVENUE OAK LAWN ILLINOIS 60453 (708) 499-7843 RENTALREGISTRATION@OAKLAWN-IL.GOV



Village of Oak Lawn

2023 Tenant Occupancy Information Form

Community Development & Property Maintenance

Section 6-5B Village Ordinance requires all Property Owners to register all rental property located in Oak Lawn.

A separate form must be completed for each unit

Property Address _____ Unit No. _____

Number of Bedrooms _____ Number of Baths _____ Approx. Square Ft. _____

Names of all occupants (Please Print)	
1	5
2	6
3	7
4	8
Registered Vehicles	
Plate #	Make/Model
Plate #	Make/Model
Plate #	Make/Model
Plate #	Make/Model

MANDATORY RENTAL PROPERTY ADDENDUM (6-5B-10)

Landlord and Tenant agree as follows:

The tenant, any member of the tenant’s household, any guest or any other person associated with the tenant on or near the lease premises:

- a. Shall not engage in criminal activity, including drug related criminal activity, on or near the lease premises. “Drug related criminal activity” means the illegal manufacture, sale, distribution, use or possession of any illegal or controlled substances as defined in 21 USE 802;
- b. Shall not engage in any act intended to facilitate criminal activity;
- c. Shall not maintain a “nuisance” on the premises as defined in Title 8, Chapter 1 of this code.

Any activity prohibited by this agreement shall constitute a substantial violation of the lease, material, noncompliance with the lease and grounds for termination of tenancy and eviction (Ord. 07-27-89)

Tenant Signature _____ Date _____

Landlord Signature _____ Date _____