

City of Highland Park



Rental Registration Instructions Form

Who is Required to Register: Pursuant to Title XV, Chapter 154 of the Highland Park City Code, the owners of all "Regulated Rental Dwellings" must register the dwelling with the City. A "Regulated Rental Dwelling" is defined as a dwelling unit that is:

- 1) located either within a single family residential structure, or within a multiple family residential structure and having a unique method of ingress and egress between the dwelling unit and an adjacent right-of-way or parking area; and
- 2) leased to, or occupied by, any person other than an owner of the unit.

Registration Deadline: Annually on or before April 1

Fee: \$30 annually for each registered dwelling unit.

Required Forms: Please complete a Rental Registration Form for all Regulated Rental Dwellings. The form requires provision of the property address, owners, and property agents for each dwelling unit being registered. An owner can serve as property agent.

Please note that you are required to register each dwelling unit separately. To register multiple residential dwelling units, complete and attach an Additional Dwelling Unit / Property Form. Similarly, if a dwelling unit is owned by more than one person, or has more than one property agent, please complete an Additional Property Owner Form or an Additional Property Agent Form as appropriate.

How Do I Register: **The City will begin accepting applications March 1, 2017.** Submit in person or mail completed Registration Form and a \$30 fee for each dwelling unit you are registering to the following address:

**City of Highland Park
Community Development Department
Rental Registration Program
1150 Half Day Road, 2nd Floor
Highland Park, IL 60035**

Make Check Payable to City of Highland Park - Do not mail cash

Open Monday – Friday 7:30 a.m. to 4:00 p.m.

Questions? Please visit www.cityhphil.com or call 847-432-0808

Thank you for Registering your Rental Unit with the City of Highland Park

DISCLAIMER: Registering your rental unit in the Rental Registration Program does not supersede other requirements that may be imposed on the property or property owner's property, including but not limited to homeowners associations declarations and covenants, or other restrictions recorded on the property, that may prohibit, limit, or regulate rental activity. It is the property owner and/or their agent's responsibility that their use of the property, including rental activity, has received all necessary approvals from all parties required.

City of Highland Park



Rental Registration Application Form

Registered Dwelling Unit Address. If the ownership *and* property agent information provided below is the same for more than one dwelling unit, please list *each* additional dwelling unit address on the "Additional Registered Dwelling Unit Form" provided, attach as many as needed.

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

Ownership Contact Information: To register a dwelling unit you must provide contact information for *all* owners of the dwelling unit. If a unit you are registering has more than one owner, please complete the "Additional Owners Form" provided, attach as many as needed.

Owner's Name: _____
(as listed on the deed)

Business Name: _____

Street Address: _____

Unit/Apt #: _____

City State Zip Code

Telephone #: (____) - ____ - ____

Additional Information (Optional):

Alt Telephone #: (____) - ____ - ____

Fax #: (____) - ____ - ____

Email Address: _____

YOUR SIGNATURE IS REQUIRED ON THE NEXT PAGE

Property Agent's Contact Information: Please provide contact information for a property agent, if any. If there is more than one, please complete the "Additional Property Agents Form" provided, attach as many as needed.

Agent's Name: _____
(if different from owner)

Business Name: _____

Street Address: _____

Unit/Apt #: _____

City State Zip Code

Telephone #: (____) - ____ - _____

NOTE: Property Agent must be accessible via the telephone number provided at all times

Additional Information (Optional):

Alt Telephone #: (____) - ____ - _____

Fax #: (____) - ____ - _____

Email Address: _____

OWNER'S ACKNOWLEDGEMENT: PLEASE NOTE THAT THE ISSUANCE OF A REGISTRATION SHALL NOT BE CONSTRUED TO BE AN APPROVAL OF ANY VIOLATION OF THE PROVISIONS OF THE ZONING ORDINANCE OR BUILDING CODE OF THE CITY OF HIGHLAND PARK, ILLINOIS.

Submitted this ____ day of _____, 201_.

Signature: _____

Print Name: _____

Please make a check payable to the City of Highland Park for **\$30 per unit** registered/registering and mail to:

City of Highland Park
Community Development Department
Rental Registration Program
1150 Half Day Road, 2nd Floor
Highland Park, IL 60035

City of Highland Park



Additional Registered Dwelling Units Form

Use this form when the ownership and property agent information provided on your Rental Registration Form is the same for more than one dwelling unit, attach multiple forms as needed.

Additional Registered Dwelling Units.

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

Street Address: _____

Unit # / Apt. # _____ Highland Park, IL 60035

City of Highland Park



Additional Property Agents Form

Use this form to provide contact information for additional property agents, attach multiple forms as needed.

Property Agent's Contact Information:

Agent's Name: _____
(if different from owner)

Business Name: _____

Street Address: _____

Unit/Apt #: _____

City

State

Zip Code

Telephone #: (____) - ____ - ____

Additional Information (Optional):

Alt Telephone #: (____) - ____ - ____

Fax #: (____) - ____ - ____

Email Address: _____

City of Highland Park



Additional Property Owners Form

Use this form to provide contact information for additional owners as required, attach multiple forms as needed.

Ownership Contact Information:

Owner's Name: _____
(As listed on the deed)

Business Name: _____

Street Address: _____

Unit/Apt #: _____

City

State

Zip Code

Telephone #: (____) - _____ - ____

Additional Information (Optional):

Alt Telephone #: (____) - _____ - _____

Fax #: (____) - _____ - _____

Email Address: _____