



Rental Inspection Division  
 333 S. Tanner St..Room 402  
 Rantoul, IL 61866  
 217/892-6501 ext. 6804

# Rental Property Registration Application

In accordance with Ch. 10, Section 10-410 Village of Rantoul Code

**\*\* REGISTRATION YEAR MAY 1, 2011 - APRIL 30, 2012\*\***

**Rental Address: \*\*** \_\_\_\_\_ **Landlord ID #** \_\_\_\_\_

\*\* If you are registering multiple addresses, (or if there are multiple addresses on one parcel #) list **each** rental address on a separate sheet of paper.

**Registration Payments made to the "Village of Rantoul".**

**Fee:** \$40 per single family, \$40 per condominium unit, townhouse unit or duplex unit,  
 \$40 for each mobile home. \$40 for each dwelling unit within a multi-family building.

**Description of Premises:**

Single Family: \_\_\_\_\_ Condo/Townhouse/Duplex: \_\_\_\_\_  
 (\$40) (\$40 per dwelling unit)

Multi-family # of Bldgs: \_\_\_\_\_

TOTAL # of Units: \_\_\_\_\_ @ \$40 per unit = \$ \_\_\_\_\_

**TOTAL FEES DUE = \$** \_\_\_\_\_

**Legal Owner/s:**  
 (Corporation or Limited Liability Co.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ *(PO Box address will not be accepted)*  
 If Corporation of LLC, please list FEIN#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Authorized Mgr./Agent:**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rep. Name: \_\_\_\_\_

**If same as legal owner - please complete.**

Address: \_\_\_\_\_ *(PO Box address will not be accepted)*  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mortgage Holder:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**If no mortgage, please indicate.**

Address: \_\_\_\_\_ *(PO Box address will not be accepted)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contract Buyer:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***If this residence is being sold or transferred under a Contract for Sale or a Contract for Deed and IS NOT A RENTAL, a copy of the purchase contract is required and the name and contact information of the buyer. Complete this section only if residence is being sold.***

**ALL SECTIONS MUST BE COMPLETED - Failure to do so will result as an incomplete application and Late Filing Fees will be assessed.**

PLEASE READ THE CERTIFICATION STATEMENTS ON THE BACK OF THIS FORM THEN SIGN AND DATE.



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In accordance with Ch. 10, Section 10-410 Village of Rantoul Code

**\*\* REGISTRATION YEAR MAY 1, 2011 - APRIL 30, 2012 \*\***

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**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 Rantoul, 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 Rental Inspection Department if this property is sold in the registration year (5/1/11 - 4/30/12).**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**[www.myrantoul.com/rental](http://www.myrantoul.com/rental)**

**APPLICATION INSTRUCTIONS  
FOR CERTIFICATE OF REGISTRATION FOR RENTAL DWELLING UNITS**

*These instructions will assist you in completing the application for Certificate of Registration. Please review prior to completing the application. Application must be completed in its entirety. Failure to do so will result in \$100.00 fine per legal address or parcel number.*

**Rental Address:**

The principle address of the complex or single building.

**Landlord ID#**

This identification number is assigned by the Rental Office.

**Fees:**

Fees shall be calculated at **\$40 per dwelling unit** in each single family home, each condo, duplex or townhouse, mobile home unit; all that are non-owner occupied, and each dwelling unit of multi-family buildings.

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

**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.

**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.

**Mortgage Holder:**

If there is a mortgage on the residential premises, please provide the mortgage holder's name, address and phone number.

**Contract Buyer:**

If the residential premises is being sold or transferred under a contract for sale, please list the name, address and phone number of both the seller(s), (current legal owner) and the buyer(s).

**Signature:**

Read the conditions of the application. The responsible party is to sign and date the application.

*Questions concerning this application may be directed to the  
Rental Inspection Division @ (217)892-6501 ext. 6804*