



**VILLAGE OF OAK LAWN**  
**RENTAL PROPERTY LICENSE REGISTRATION FORM**  
**LICENSE YEAR January 31, 2020 thru January 31, 2021**

**Community Development & Growth Management**

**9446 S Raymond Avenue, Oak Lawn, IL 60453**

**Telephone: 708-499-7806, 708-499-7821 / Fax: 708-499-7823 / Email: LHeilig@oaklawn-il.gov**

**NOTE: Property owners must register all rental property located in the Village of Oak Lawn  
Rental of residential property without a license is a violation of Village of Oak Lawn Ord. 6-5B-1**

**RENTAL PROPERTY INFORMATION (PRINT)**

Rental Property Address: \_\_\_\_\_

Property Index # 24 - - - -

Type of Building:  Apartment - Total # of Units in Building: \_\_\_\_\_  
 Condo - Unit #: \_\_\_\_\_  
 Single Family Home

Primary Heat Source:  Gas  Electric Air Conditioning:  Central  Window

**OWNER INFORMATION (PRINT)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work/Cell #: \_\_\_\_\_

*If Property is held in Trust, a Trust Disclosure is required to be submitted with application.*

**OWNER EMERGENCY CONTACT INFORMATION (PRINT)**

Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work/Cell # \_\_\_\_\_

Email: \_\_\_\_\_

**ANNUAL FEE - REGISTRATION FEE MUST ACCOMPANY FULLY COMPLETED APPLICATION**

SINGLE FAMILY \$200.00

APARTMENTS AND CONDOMINIUMS \$75.00 PER UNIT

**Late fees apply after January 31, 2020**

As owner or authorized agent, I attest that all information provided is true and accurate. Misrepresentation or falsification of the required information will result in revocation of license and legal action.

**SIGNATURE:**

**DATE:**

# VILLAGE OF OAK LAWN

## RENTAL PROPERTY TENANT OCCUPANCY INFORMATION 2020

A Separate Page Must Be Completed For Each Unit. If occupants change during year, please complete this page and return, no additional payment required.

**Property Address:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

**# of Bedrooms:** \_\_\_\_\_ **# of Baths:** \_\_\_\_\_ **Square Footage of Unit:** \_\_\_\_\_

### Names (PRINT) of ALL Occupants

1	6
2	7
3	8
4	9
5	10

### Vehicle Information

Vehicle MAKE	Vehicle MODEL	Vehicle PLATE #
Example: HONDA	CIVIC	123000

### MANDATORY RENTAL PROPERTY LEASE ADDENDUM

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 leased 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 permit the dwelling unit to be used for or to facilitate any criminal activity;
- d. 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_