



City of Zion  
 Building Department  
 2828 Sheridan Road  
 Zion, IL 60099  
 Phone: 847-746-4018

New registration\_\_\_\_  
 Registration renewal\_\_\_\_  
 Change of owner\_\_\_\_  
 Change of management\_\_\_\_  
 Date received\_\_\_/\_\_\_/\_\_\_

### Rental Housing Inspection and Certification Application

#### Rental Property information

Rental Property Address:		
Complex Name:		
Single Family____ Multi-Family____ Condo/Townhouse____ Duplex____ Apartment complex____		
Number of Buildings:	Number of Units:	
<b>Note: If there are multiple addresses or unit numbers for one building/complex you must provide address/unit numbers on the supplement sheet and attach it to this form.</b>		

#### Legal Owner(s): Including Corporation or LLC.

Business name (if applicable):		
Last name:	First Name:	Middle Initial:
Address:		
City:	State:	ZIP Code:
Phone:	Emergency phone:	Email:

#### Authorized Manager/Agent/Management Company (leave blank if not applicable)

Company Name:			
Representative/Contact Name:			
Address:			
City:	State:	ZIP Code:	Phone:
Emergency phone:		Email:	

#### Dwelling Unit Information For additional units please use supplement page

Dwelling Unit #				
Living Room Sq. Footage:	Kitchen Sq. Footage:		Number of Bedrooms:	
Bedroom(s) Sq. Footage 1:	2:	3:	4:	5:

Additional Address or Unit #			# of units in building:	
Living Room Sq. Footage:	Kitchen Sq. Footage:		Number of Bedrooms:	
Bedroom(s) Sq. Footage 1:	2:	3:	4:	5:

**ALL rental properties MUST fill out the dwelling unit information. If the following information is not provided the application will not be considered complete.**

### Applicant Affidavit

I hereby attest to the truth and accuracy of the information contained in this application and grant the City of Zion to conduct any and all inspections required and affirm that all tenants of the subject property will be informed of the required scheduled inspections.

Signature of applicant:

Date:

### Note

- For properties having to correct violations will receive a certificate of compliance that will expire twelve (12) months after the date of issuance.
- For properties without having to correct any violations will receive a certificate that will expire twenty-four (24) months after the date of issuance.
- Issuance of a rental certificate does not constitute approval of illegal/non-conforming structure by the City of Zion.
- You have the right to appeal to the planning and zoning board in writing within fourteen (14) days of any findings against this property. Please see Ordinance Section 10-180(6) for complete detail.
- PLEASE have an idea of when you would like to schedule an inspection. An inspection will only be scheduled on a time that is convenient for you and your tenant.

### Rental Certification Fee sheet

Rental Certification Inspection: \$75.00 per dwelling unit.

Late payment: \$150 per dwelling unit.

Rental Buildings containing more than 132 multiple-family dwelling units will not exceed \$10,000 per calendar year.

### Office Use Only

Fee Paid:

Scheduled Inspection date:

Rental Certificate issued:

Certificate expires:

Certificate number:

Re-Inspection Date:

Re-Inspection Fee:

## Rental Housing Inspection and Certification Application Supplement Sheet

Dwelling Unit Information				
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.
Additional building address or Unit #			# of units in building:	
Living room Sq. Footage:		Kitchen Sq. Footage:		Number of Bedrooms:
Bedroom(s) Sq. Footage 1:	2.	3	4.	5.