



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 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:	
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.		

Legal Owner(s): Including Trust, Corporation, LLC, or any other person of entity

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.

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.

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: