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On January 19, 2009, the Village of Orland Park adopted an ordinance for registration and inspection of all residential rental properties within the Village of Orland Park, Illinois.

Enclosed you will find:

- The **Residential Rental License Application**, this also includes listing the lessee name and number of occupants for each unit or single family unit.
- A sample of the **inspection form** to provide information as to the items the inspectors will be addressing.
- Basic information about the **Rental and Crime Free Housing Requirements**.
- **Frequently asked questions** regarding these programs.
- The **Crime Free Lease Addendum** that must be signed with **all new** tenants and lease renewals.

Important information regarding registration and fees:

- The annual fee for registration of residential rental housing is \$25.00.
- The inspection fees are listed on the License Application, these fees must be received with the License Application. These fees are per each residential rental property building. Once received, the property owner will be contacted to arrange an inspection date and time at the information provided on the application.
- Inspections will be conducted Monday through Friday 8:30am – 3:30pm.
- The Crime Free Housing seminar must be attended, please call the Orland Park Police Department to arrange this seminar at 708-403-6178. If you have attended this seminar in another municipality, please provide the certificate to the Orland Park Police Department.
- The Rental Housing Code (Title 5, Chapter 8) can be found on the Village of Orland Park website www.orlandpark.org
- All information included in this packet is also available on the website under Development Services.
- If a residential rental property is transferred, the Village of Orland Park must be notified within 5 days of the transfer, the new owner must register within 30 days of the transfer.
- Window decals for each residential rental building will be issued after all fees are paid, the building has passed the rental housing inspection and the Crime Free Seminar has been attended. The decals must be posted on a window or door for easy viewing.

For further questions, please contact the Development Services Department at 708-403-5300 or email us at developmentservices@orlandpark.org. These forms can be found at: <http://www.orland-park.il.us/index.asp?NID=890>