



Village of Orland Park
 Development Services Department
 14700 Ravinia Avenue
 Orland Park, IL 60462
 Phone (708) 403-5300 Fax (708) 403-6215
 Email: developmentservices@orlandpark.org

Residential Rental License Application (Please Print)

Type of Application:	<input type="checkbox"/> New Rental Registration	<input type="checkbox"/> Change of Address/Phone
	<input type="checkbox"/> Change of Owner	<input type="checkbox"/> Change of Agent

Rental Property Street Address:	P.I.N. #
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• Is there a property owner's association associated with this location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Association Name:	Telephone Number:
• Do you own other rental property in Orland Park, Illinois?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• How many?	Please list all addresses here:

Type of Property:	<input type="checkbox"/> Single Family Home	<input type="checkbox"/> Duplex	<input type="checkbox"/> Townhome	<input type="checkbox"/> Condominium
	<input type="checkbox"/> Apartment Building – Number of Units _____ Number of Parking Spaces associated with property _____			

Legal Property Owner Information: (Street address is required, do not use PO Box information)
 (If In Trust – see bottom of next page for requirements)

Name:	Address:		
E-Mail Address:	City:	State:	ZipCode:
Business Phone:	Mobile Phone:	Home Phone:	

24 Hour Contact Emergency Phone Number **REQUIRED**

Local Agent Information: (Required for all owners not living within a 30 mile range of the Village of Orland Park, IL)

Name:	Address:		
E-Mail Address:	City:	State:	ZipCode:
Business Phone:	Mobile Phone:	Home Phone:	

24 Hour Contact Emergency Phone Number **REQUIRED**

Fees:	Annual Registration/License Fee:	\$50.00
	Tri-Annual Inspection Fee: (Once every 3 years)	\$150.00 – Single Family Dwelling
		\$200.00 – Duplex
		\$200.00 – Apartment Building - +\$50.00 each individual unit more than two (2) units. (\$50 x _____) (Re-inspection fees and fines as state in Village Code 5-8-3-3)
		\$

I, the Owner/Agent for the above property understand the issuance of this license is conditional upon compliance with all Village of Orland Park Ordinances, State and Federal Law. I understand the submission of this application and payment of license fees does not constitute official licensing until compliance with the Rental Housing Code (VC 5-8-1) has been verified through inspection by authorized personnel and a permanent annual license certificate has been issued by the Village of Orland Park. I verify that this application is complete and truthful to the best of my knowledge. I understand that renting a dwelling without a valid license issued by the Village of Orland Park is a violation of the Village of Orland Park Code and will result in enforcement by fines and a court appearance; the property may be deemed uninhabitable until the license is obtained.

Signature _____ **Date** _____

STAFF ONLY	Date Received:		Fee Paid:	
	Approved:		Denied:	

Dwelling Unit Information:							
<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Townhouse/Condo	<input type="checkbox"/> Apartment Building				
Number of Units:							
Efficiency Units:		Square Feet Living Area:					
1 Bedroom Units:		Square Feet Living Area:		2 Bedroom Units:		Square Feet Living Area:	
3 Bedroom Units:		Square Feet Living Area:		4 Bedroom Units:		Square Feet Living Area:	

Tenant Information:		
LESSEE NAME		# of Occupants
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		
Unit 6		
Unit 7		
Unit 8		
Unit 9		
Unit 10		
Unit 11		
Unit 12		
Unit 13		
Unit 14		
Unit 15		
Unit 16		

If property is held In Trust – Trust Information required per Village of Orland Park Code							
Name:				Address:			
E-Mail Address:				City:		State:	ZipCode:
Business Phone:				Mobile Phone:			Home Phone:

Please attach additional sheet if more space is required for any information above!