



Oak Forest Police Department  
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## CRIME-FREE MULTI-HOUSING PROGRAM RENTAL PROPERTY LICENSE APPLICATION

AS AUTHORIZED AND REQUIRED: ORDINANCE NO. 2006-11-00630 (5.73 RESIDENTIAL RENTAL LICENSE)

No person, corporation or business entity, condominium, townhouse or homeowners association shall engage in the business of renting any dwelling unit to the public, operating a rental dwelling or dwelling unit, rooming house, or rooming unit, unless a valid Residential Rental License has been issued by the City of Oak Forest clerk for that specific location.

This licensing agreement shall not apply to group homes governed by the Specialized Living Centers Act, dealing with developmentally disabled or other similar uses governed by state or federal laws rules or regulations. Additionally rental licenses shall not be required for those rental units wherein the tenant is immediate family member.

A residential license shall be issued for a period of one calendar year. All rental licenses shall commence January 1<sup>st</sup>, and shall expire on December 31 the same year in service, unless previously revoked. The license shall not be transferable. Each new owner of the rental dwelling unit must obtain a license. Application for renewal shall be made in the same manner as for a new license. No residential license shall be issued unless the dwelling unit(s) and common area(s) in connection with which the license is sought are found after inspection to meet all applicable laws and regulations deemed applicable and appropriate by the City of Oak Forest authorities.

All residential Rental License properties shall be represented by a person who is authorized to administer, manage, or, control the operation of the rental dwelling. A designated representative must attend a Crime Free Seminar, administered by the City of Oak Forest Police Department employees (so designated), prior to the issuance of the rental license. The seminar may be attended after application has been submitted and the license will be issued after successful completion. The rental property units are then to be inspected by designated authority for C.P.T.E.D. Crime Prevention through Environmental Design.

The cost of rental license is as follows: one (1) to and five (5) units (\$100), six (6) to and including ten(10) units (\$150.00), eleven (11) to and including nineteen (19) units, (\$200.00). Twenty (20) to and including thirty (30) units (\$300.00), Thirty one (31) to and including forty (40) units (\$400.00), and forty one (41) or more, with no limit applied, (\$500.00). The license fee is set and governed by a total of rental units, not their location.

Type of rental dwelling:

- Apartment Building     Condominium Building / Rental Condominium     Mobile Home (Trailer)
- Single Family Home     Single Family Home, Multiple Rental Units (more than 1)

Address(es) of rental units, describe total number of rental units at each location:

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Cook County Property Index Number(s) (P.I.N.'s):

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**CRIME-FREE MULTI-HOUSING PROGRAM  
RENTAL PROPERTY LICENSE APPLICATION (CONT'D)**



**Rental Property Owner's Legal Name / Identification:**

NAME:			
DATE OF BIRTH:		STATE DRIVER LICENSE NUMBER:	
HOME ADDRESS OF OWNER (P.O. BOXES NOT ACCEPTED):		CITY:	STATE: ZIP:
BUSINESS ADDRESS OF OWNER (P.O. BOXES NOT ACCEPTED):		CITY:	STATE: ZIP:
RENTAL PROPERTY OWNER'S BUSINESS IDENTIFICATION, I.E.: COMPANY, CORPORATION, TRUST ETC...			
OWNER(S) PHONE NUMBER – BUSINESS:	CELLULAR PHONE NUMBER:	HOME PHONE NUMBER:	
DESIGNATED MANAGER NAME:			
DATE OF BIRTH:		STATE DRIVER LICENSE NUMBER:	
<input type="checkbox"/> BUSINESS / <input type="checkbox"/> HOME ADDRESS (P.O. BOXES NOT ACCEPTED):		CITY:	STATE: ZIP:
MANAGER(S) PHONE NUMBER – BUSINESS:	CELLULAR PHONE NUMBER:	HOME PHONE NUMBER:	
1 <sup>ST</sup> EMERGENCY CONTACT NAME(S):			
1 <sup>ST</sup> EMERGENCY CONTACT ADDRESS (P.O. BOXES NOT ACCEPTED):		CITY:	STATE: ZIP:
1 <sup>ST</sup> EMERGENCY CONTACT PHONE NUMBER:	CELLULAR PHONE NUMBER:	HOME PHONE NUMBER:	
2 <sup>ND</sup> EMERGENCY CONTACT NAME(S):			
2 <sup>ND</sup> EMERGENCY CONTACT ADDRESS (P.O. BOXES NOT ACCEPTED):		CITY:	STATE: ZIP:
2 <sup>ND</sup> EMERGENCY CONTACT PHONE NUMBER:	CELLULAR PHONE NUMBER:	HOME PHONE NUMBER:	
3 <sup>RD</sup> EMERGENCY CONTACT NAME(S):			
3 <sup>RD</sup> EMERGENCY CONTACT ADDRESS (P.O. BOXES NOT ACCEPTED):		CITY:	STATE: ZIP:
3 <sup>RD</sup> EMERGENCY CONTACT PHONE NUMBER:	CELLULAR PHONE NUMBER:	HOME PHONE NUMBER:	
RENTAL PROPERTY OWNER / PRINTED LEGAL NAME:		RENTAL PROPERTY OWNER SIGNATURE:	
APPLICATION OF LICENSE DATE:			