



## OWNER REGISTRATION FORM RENTAL INSPECTION PROGRAM

**Neighborhood Services Division**  
150 West Jefferson Street  
Joliet, IL 60432  
[Neighborhoodservices@joliet.gov](mailto:Neighborhoodservices@joliet.gov)

Date submitted \_\_\_\_\_

Please Print Legibly. All information and supplemental information must be completed and submitted.  
Incomplete forms will be returned.

<b>OWNER (all fields required)</b>			
When a property is owned by a corporation or LLC, an associated natural person must be listed in this section, and a copy of the Articles of Organization listing the shareholders of the corporation or LLC must be submitted with the application			
<b>OWNERSHIP (If owner is an entity, list the entity name)</b>			
<b>Ownership address (cannot be PO Box or commercial mailing service)</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Name of Owner/Shareholder/President/Manager if Owner is an Entity (must be an individual, not the entity)</b>			
<b>Owner mailing address (if different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b>	<b>Email</b>		

<b>AGENT/CONTACT (all fields required)</b>			
a local agent or contact is required if the owner resides outside a 30-mile radius of the corporate limits of Joliet <b>8-153.2 (1)</b>			
<b>Name of Agent/Contact</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b>	<b>Email</b>		
<b>24-Hour Contact Name:</b>			
<b>24-Hour Contact Phone Number:</b>			

The phone number required shall be of a phone number that shall be normally answerable twenty-four (24) hours a day, seven (7) days a week, not subject to normal business hours. The owner of the property or the person designated as responsible for the maintenance and management of the premises, whether that person is also the owner of the property or a designee of the owner, shall be required to respond to inquiries from the department of Neighborhood Services or the police department within a reasonable period of time. The duty imposed by this subsection to respond to inquiries shall include a duty to attend an in-person meeting when reasonably scheduled by an employee of the departments referenced herein.

**Property Information on Second Page**

