



OWNER REGISTRATION FORM RENTAL INSPECTION PROGRAM

Neighborhood Services Division
150 West Jefferson Street
Joliet, IL 60432
Neighborhoodservices@joliet.gov

Date submitted _____

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

OWNER (all fields required)			
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			
OWNERSHIP (If owner is an entity, list the entity name)			
Ownership address (cannot be PO Box or commercial mailing service)	City	State	Zip
Name of Owner/Shareholder/President/Manager if Owner is an Entity (must be an individual, not the entity)			
Owner mailing address (if different from above)	City	State	Zip
Phone	Email		

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

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

RENTAL PROPERTY INFORMATION

Enter the address of each rental property and the total number of units at your properties.

Total Properties _____	Total Units _____
Property Address	Number of Units

State law requires the installation and maintenance of smoke detectors and carbon monoxide detectors for buildings that contain sleeping rooms. If have any questions regarding smoke or carbon monoxide detectors, or the required locations, please call Neighborhood Services at 815-724-4090.

I affirm by my signature below that I am in compliance with all rental licensing standards outlined in Joliet Code of Ordinances, Section 8-150 et seq. I understand that failure to comply with any of these standards and/or conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my rental dwelling license. I acknowledge that the Neighborhood Services Division will hold me responsible for the maintenance, management, and any legal actions that may ensue for the above listed rental property. I agree that all correspondence sent from the Neighborhood Services Division will be mailed to me as the appointed agent/contact person as listed in this section.

Owner Signature