



Midlothian Building Department

14801 S. Pulaski Rd
Midlothian, IL 60445
Tel: 708-385-8642
Fax: 708-389-0255

For office use:

Residential Rental License Application – Form #1

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 Unit Information	
	<input type="checkbox"/> Change of Agent	<input type="checkbox"/> Renewal	
Rental Property Street Address	P.I.N. #		
Is there a property owner's association associated with this location? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Association Name	Phone		
Do you own other rental property in Midlothian, Illinois? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How many?	You must complete Form #2 including all addresses		
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		
Mailing address for Future Correspondence		Choose One: <input type="checkbox"/> Property Owner <input type="checkbox"/> Local Agent	
Legal Property Owner Information Street address is required, do not use PO Box information			
Name	Address		
City	State	Zip Code	
Email	Business Phone		
Cell Phone	Home Phone		
24 Hour Emergency Contact– REQUIRED			
Name			
Phone			
Local Agent Information Required for all owners not living within a 30 mile range of the Village of Midlothian, Illinois			
Name	Address		
City	State	Zip Code	
Email	Business Phone		
Cell Phone	Home Phone		
24 Hour Emergency Contact– REQUIRED			
Name			
Phone			
Annual Rental License Fees (Residential rental housing inspections will be performed every 2 years in accordance with Village Code 4-19-2)			
Qty:	\$100.00 – Single Family, Townhome or Condominium	\$	
Qty:	\$150.00 – Duplex	\$	
Qty:	\$200.00 – Apartment Building (3 to 6 Units)	\$	
Qty:	\$300.00 – Apartment Building (7 to 12 Units)	\$	
Qty:	\$400.00 – Apartment Building (13 or more Units)	\$	
Total		\$	
I, the Owner / Agent for the above property understand the issuance of this license is conditional upon compliance with all Village of Midlothian 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 (4-19-1) has been verified through inspection by authorized personnel and the Village of Midlothian has issued a permanent annual license certificate. 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 Midlothian is a violation of the Village of Midlothian 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: _____	



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Residential Rental License Application – Form #2

Fill out this form as needed to include all rental properties.

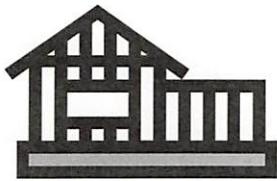
Rental Property Street Address		P.I.N. #
Is there a property owner's association associated with this location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Association Name		Phone
For office use	Type of Property	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Condominium
		<input type="checkbox"/> Apartment Building - Number of Units - Number of Parking Spaces associated with property

Rental Property Street Address		P.I.N. #
Is there a property owner's association associated with this location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Association Name		Phone
For office use	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

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		<input type="checkbox"/> Apartment Building - Number of Units - Number of Parking Spaces associated with property

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Association Name		Phone
For office use	Type of Property	<input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Condominium
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VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

14801 S. Pulaski Road, Midlothian, IL 60445

P: (708) 385-8642 F: (708) 389-0255

buildingdepartment@villageofmidlothian.org

Dear Property Owner:

As of January 1, 2007, the State of Illinois requires property owners to install one approved operating carbon monoxide detector within 15 feet of every sleeping room in a dwelling unit. "Dwelling Unit" means a room or suite of rooms used for human habitation, and includes a single-family residence as well as each living unit of a multiple family residence and each living unit in a mixed-use building.

National Fire Protection 101 Life Safety Code requires that approved single station smoke alarms be installed in every sleeping room.

It is the responsibility of the property owner to supply and install the required alarms, and provide written instructions regarding testing, operation, and maintenance to the resident.

It is the responsibility of the resident to regularly test the alarms, provide general maintenance for the alarms, including replacement batteries as necessary, and to notify the owner in writing of any deficiencies that the tenant cannot correct.

Tampering with, removing, destroying, disconnecting, or removing the batteries from any installed alarm is a Class 4 Misdemeanor for the first conviction, and a Class 4 Felony for any subsequent convictions.

The Village of Midlothian is requiring inspection and verification of these alarms. They must be in place and properly operating.

The property owner will be required to sign and date this form along with the inspector to verify that they are in place.

Copies of this State law are on file in the Village Hall.

Property address _____

Number of units _____

Property owner printed name _____ Date _____

Property owner signed name _____

Inspector printed name _____ Date _____

Inspector signed name _____



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RESIDENTIAL RENTAL HOUSING REQUIREMENTS

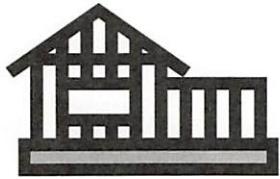
The owner and/or agent of rental property shall be aware of the requirements regarding the rental housing inspection program. Prior to engaging in the business of renting any dwelling unit to the public or operating a rental dwelling or dwelling unit, every owner of residential rental housing, whether occupied or vacant, shall file with the village a completed license application for the unit and owner's registration form including the appropriate fee for each rental property and units.

License Inspections: An inspection of your rental property is required before the license can be issued. An inspection date and time will be scheduled upon receipt of the application. Inspections are scheduled Monday through Friday between 10:00am and 3:30pm.

Rental License Application and Fees: Applications are available online at www.villageofmidlothian.org or in the Village Hall. For questions regarding residential rental housing licenses, please call Building Department at (708) 385-8642. Rental Housing licenses expire annually on April 30th. Send completed application form and the fee payment to:

Village of Midlothian
Attention: Rental Housing.
14801 S. Pulaski Road,
Midlothian, IL 60445
buildingdepartment@villageofmidlothian.org

Failure to comply with the Rental Housing ordinance will result in a notification sent to the property owner that the property is not properly licensed. The building owner will be responsible for all fines set forth in this ordinance. Citations will be issued with a mandatory court appearance.



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RESIDENTIAL RENTAL HOUSING FEES

- 1) Annual Residential Rental License Fees:
 - a. Single family dwelling \$100.00
 - b. Multi-family - Two (2) dwelling unit building (duplex) \$150.00
 - c. Multi-family - Three (3) to six (6) dwelling units \$200.00
 - d. Multi-family - Seven (7) to twelve (12) dwelling units \$300.00
 - e. Multi-family - Thirteen (13) or more dwelling units \$400.00
- 2) Re- inspection fees per unit:
 - a. No fee for 1st re-inspection if all violations have been corrected
 - b. 2nd re-inspection - \$100.00
 - c. 3rd and subsequent re-inspection - \$200.00
- 3) Delinquent fees, fines, charges: Any or all other amounts due to the Village by the owner in part or in whole must be paid before the owner can register any rental property.
- 4) Crime-free Rental Housing Program: Required training classes, as administered by the Village of Midlothian Police Department, shall be completed by the property owner (or owner's registered agent) for all residential rental housing. If a residential rental property owner or owner's agent has successfully completed and received a certificate of completion of the required "Crime Free Rental Housing" training class from another Illinois municipality meeting the requirements in the last five (5) years, the class requirement will be waived with verification of the certificate. The fee for this class shall be incorporated in the registration fee.
Crime-free rental housing registration: An annual registration license fee of \$30.00 shall be paid to the Village of Midlothian by the building owner (or owner's agent) for each separate building as defined by the Building Code.



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RESIDENTIAL RENTAL INSPECTIONS

One of the most important obligations a municipality has to its residents is to protect their health, safety, and welfare. The dwelling inspection program is an effective tool designed to help the Village of Midlothian avoid unsafe property conditions and unsightly neighborhood deterioration which ultimately have a negative effect on all property values.

To give you an idea of what the inspectors will be looking at we have outlined some of the areas of your building that will be inspected.

ELECTRIC

All wiring shall be installed in conduit and no box will be used. Switches and outlets must be properly installed and maintained in good working order. GFI outlets need to be installed 6' feet from any water source. All light fixtures shall be working and have no broken shades.

FIRE EXTINGUISHERS

A fire extinguisher is needed in all Residential Rental units be they single family homes, condominiums, or apartments. These need to be easily accessible in an emergency but do not need to be mounted.

PLUMBING

All fixtures and facilities shall be properly installed and in good working order. Water heaters should be hard piped and have an overflow pipe to 4" inches above the floor.

HEATING

All facilities shall be in good working order. Exhaust pipe shall have the proper pitch and be attached with screws.

WINDOWS

One window in each room shall be capable of being opened. Glass must be free of cracks or holes, and each operating window must have screens with no rips or tears.

DOORS

Every door and its hardware shall be maintained in good condition. Door locks must be in good repair and capable of locking the door. Any screens for doors will not have any rips or tears.

SANITATION

Interior and exterior areas shall be maintained in a safe, clean and sanitary condition. All areas shall be **free from** insect and rodent infestations and from any accumulation of refuse, including storage of junk, parts, machinery, autos or any & all equipment not in an operable condition.

SMOKE DETECTORS

Smoke detectors shall be installed in the hall outside the bedrooms, inside each bedroom, and one on each level of multilevel buildings. Apartment buildings shall also install one on each level of common hallways.

LANDSCAPING

Grass and bushes must be kept with no overgrown or dead growth. Trees shall be maintained.

FENCES

Fences shall be structurally sound with no leaning, broken, missing or rotted fencing.

GUTTERS/TRIM/SIDING

Shall be in good repair and properly secured to the building. No peeling or chipped paint or rotted wood permitted. All gutters shall be kept clean and clear of any obstructions.

ROOF

Shall be structurally sound with no torn, cracked, or missing shingles.

SIDEWALKS/STEPS/PARKING AREAS

Shall be kept in a proper state of repair.

REFUSE CONTAINERS

Residential: The container must be leak proof and have a good fitting lid with handles stored and in the rear of the lot, except when it is necessary to place it in the parkway for collection. The container shall have a capacity of not less than ten (10) nor more than thirty (30) gallons.

Apartment buildings: Buildings are required to have a metal container with a tight-fitting lid, 1.5 cubic yards for each two (2) dwelling units. Containers must be stored in the rear of the building.

CARBON MONOXIDE ALARM DETECTORS

As of January 1, 2007, State law requires that every dwelling unit shall be equipped with at least one approved carbon monoxide alarm detector in operating condition within 15 feet of every room used for sleeping purposes.

We hope this handout helps make the inspection process go smoother and clears up any questions you may have. Any further questions, please call the building department at (708) 385-8642.