

VILLAGE OF BUFFALO GROVE

Department of Community Development

50 Raupp Boulevard, Buffalo Grove, IL 60089

Phone: 847-459-2530 | rentals@vbg.org

Residential Rental Licensing Program: www.vbg.org/rentals



RESIDENTIAL RENTAL HOUSING PROGRAM APPLICATION

Please TYPE or PRINT clearly and complete ALL portions of the application

Please see PAGE 2 for fees, inspection requirements, and other important information

Email completed application to rentals@vbg.org. A link to make payment and schedule inspection will be emailed back once processed

The rental licensing program is administered completely by email. Be sure a current email address is listed.

RENTAL PROPERTY INFORMATION:

Property Address _____ Unit # _____

- Do you have other rental properties in Buffalo Grove? Yes or No (Please submit a copy of this form for each property.)

TYPE OF PROPERTY: ☐ Single Family Attached (townhome, condo, etc.) ☐ Single Family Detached

TYPE OF APPLICATION: ☐ New ☐ Renewal

PROPERTY OWNER INFORMATION: (REQUIRED)

Trust: List name(s) of Trustee or Primary Beneficiary | Corporation, Firm, or LLC: List name of corporation, firm, LLC, or partnership and name of signing Member, Officer, or Partner

Name (s) _____

Address (PO Box not acceptable) _____

City/State/Zip _____

Phone _____ Email Address _____

LOCAL AGENT INFORMATION: (if applicable, person designated to manage property on your behalf, not your association)

Name (s) _____

Address (PO Box not acceptable) _____

City/State/Zip _____

Phone _____ Email Address _____

- Do you want all correspondence to go to the property manager? Yes or No

EMERGENCY CONTACT INFORMATION: (REQUIRED – Must be someone other than owner)

Name _____ Phone _____

Name _____ Phone _____

RENTER INFORMATION:

Name _____

Phone _____ Email Address _____

All of the information provided in the Application is true and correct to the best of my knowledge. I understand the issuance of this license is conditional upon compliance with all Village Ordinances and the results of any inspection of above premises at this time or any subsequent inspection while this license is in force.

Signature of Owner _____ Date _____

Print Name _____

RESIDENTIAL RENTAL HOUSING PROGRAM APPLICATION – PAGE 2

Important Information

Residential Rental Licensing Program information can be found on the Village website at www.vbg.org/rentals

License Dates:

- The licensing year runs January 1 through December 31. All licenses expire on December 31 each year.
- Rental property owners are responsible for renewing their license before it expires.
- Licenses and renewal reminders will be *emailed* only – be sure that a current email address is listed on the application.
- The following year's application and license fee must be received by the Village no later than December 31.

Other:

- Rental licenses are not transferrable.
- If the property is sold, the former owner (seller) is responsible for notifying the Village in writing within 30 days.
- If the property owner's contact information changes, the Village must be notified.

Annual Base Fee (new license or renewal prior to December 31):	\$85
Late Registration Fee (late fee is in addition to base fee)	
If license fee is paid between January 1 st and February 1 st	\$85
If license fee is paid after February 1 st	\$170
Reinspection fees	
First reinspection	\$50
Second reinspection	\$75
Third and subsequent reinspection fee(s)	\$125
Absentee or Cancellation Fee (fee for no-show & cancellation w/in 24 hours of scheduled inspection)	\$60
Once the application has been processed, payments can be made at www.vbg.org/bdpayments . There is an additional processing fee for credit card payments. Payments can also be made by cash or check at Village Hall.	

Inspections:

- The property owner is responsible for obtaining the tenant's consent for the scheduled inspections.
- An inspection shall be performed at least every other year provided that there are three or less violations found on the premises. If the number of violations found on the premises equals four or more, the premises must be inspected within the next 12-month period.
 - Example #1: A rental property is inspected during year 1 and found to have no violations. For year 2, the annual license fee must be paid, but an inspection will not be required until year 3.
 - Example #2: A rental property is inspected during year 1 and found to have 3 violations. The violations are corrected, the reinspection fee paid, and the reinspection is approved. For year 2, the annual license fee must be paid, but an inspection will not be required until year 3.
 - Example #3: A rental property is inspected during year 1 and found to have 4 violations. The violations are corrected, the reinspection fee paid, and the reinspection is approved. For year 2, the annual license fee must be paid and an inspection will be required. If year 2's inspection has three or less violations, the annual license fee must be paid for year 3, but an inspection will not be required again until year 4.
- Any violations found must be in compliance, reinspection fee paid, and a reinspection scheduled within the timeframe set by the Village inspector, typically no longer than 30 days.
- **IMPORTANT:** The annual registration fee must be paid every year, regardless of whether or not an inspection is required that year.

Inspection Checklist:

- Below is a list of some common violations and general items the inspectors will be looking at when they are conducting a single family home (attached/detached) rental property inspection. This list is not all inclusive and is provided as a general guideline of some of the most common violations found.

Common Exterior Violations

- Paint peeling from surfaces needing protection
- Loose and missing roof shingles, roof leaks
- Missing or deteriorated siding
- Sheds, decks or fences in disrepair
- Gutters rusted or hanging loose
- Vacant, open buildings
- Street number not displayed
- Overgrowth of weeds or grass on vacant or developed lots (including easements)
- Dead or diseased tree hazards
- Inoperable vehicles on private property
- Violations involving storage or disposal of refuse
- Illegal dumping
- Accumulations of trash and junk

Common Interior Violations

- Malfunctioning gas appliances
- Inoperable or leaking plumbing
- Improper gas or water lines
- Electrical hazards
- Inoperable heating systems
- * Smoke detectors missing or inoperable
- ** Carbon monoxide detectors missing or inoperable
- Damage from leaking roofs
- Pest infestation
- Poor sanitation
- Overcrowding
- Unlabeled electrical panels, GFCI outlets in kitchen and bathrooms

* Smoke detectors are required inside of each bedroom and in the immediate vicinity of bedroom areas and on each level.

** Carbon monoxide detectors are required in the immediate vicinity (within 15 feet) of any and all bedrooms.