



147 South Michigan Avenue ♦ Bradley, Illinois 60915
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ www.bradleyil.org

Re: Landlord Registration Notice

Dear Property Owner,

Please be advised that pursuant to Section 10-392 of the Bradley Code of Ordinances, all residential rental properties shall be registered. Section 10-393 further states an owner shall be required to register all the owner's residential rental premises at one time for each required registration period and not for each individual residential rental premises. In other words, registration each year is per *owner* regardless of the number of properties.

Village of Bradley records indicate you are the owner of residential rental premises within the Village and that the registration requirements are applicable to you for one or more properties. In order to assist you in complying with these requirements, we have enclosed the "Landlord Registration Form" for you to complete and submit with your \$25 annual registration fee. All sections of this form shall be completed. If any section is not applicable to you, please indicate as such in that section of the form.

Please return this form and fees within 30 days of the notice, either by mail or in person at the above address. Payment should be made by check, debit, or credit card. Return Forms and make Payment at Community Development 111 N. Michigan Ave. Bradley, IL. 60915
Monday – Friday 8:00 a.m. – 4:30 p.m.

If you believe you have received this notice in error, please contact us so we can review and update the information to keep our records current.

Please call 815-936-5124 with any questions or email registration@bradleyil.org

Respectfully,

Matt Castilla

Matt Castilla

Director of Community Development

Enclosure: Village of Bradley Landlord Registration Form

Mayor
Michael M. Watson

Clerk
Anita Lovell

Board of Trustees
Ryan LeBran Brian Tieri
Darren Westphal Grant VandenHout
Brian Billingsley Gene Jordan



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Village of Bradley Landlord Registration Form

111 N. Michigan Ave, Bradley, IL 60915 Telephone 815-936-5124

Annual \$25.00 registration fee

Please complete the following as applies to your rental property ownership:

LANDLORD REGISTRATION MUST BE COMPLETED ANNUALLY

WHO OWNS THE PROPERTY?

Owner's Name: _____, Contact Person: _____

Address: _____, City: _____, State: _____, Zip: _____

Phone: _____, E-Mail: _____

DOES THE PROPERTY HAVE A MANAGER OR AGENT?

Property Manager: _____, Contact Person: _____

Address: _____, City: _____, State: _____, Zip: _____

Phone: _____, E-Mail: _____

IS THE OWNER ORGANIZED AS A TRUST, CORPORATION OR LLC?

Trust/Corp/LLC: _____, Registered Agent: _____

Address: _____, City: _____, State: _____, Zip: _____

Phone: _____, E-Mail: _____

WHO IS MORTGAGE HOLDER ON THE PROPERTY?

Financial Institution: _____, Contact Person: _____

Address: _____, City: _____, State: _____, Zip: _____

Phone: _____, E-Mail: _____

24 HOUR EMERGENCY CONTACT/KEY-HOLDER

Name: _____, Phone: _____

Name: _____, Phone: _____

Mail Renewal To:

Name: _____, Attn: _____

Mailing Address: _____, City: _____, State: _____, Zip: _____

Mayor
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