



Village of Third Lake
87 North Lake Avenue
Third Lake, IL 60030
(847) 223-8422

SINGLE FAMILY HOME RENTAL PROPERTY REGISTRATION FORM

Dear Rental Property Owner,

Pursuant to the Village of Third Lake **Code of Ordinances, Section 10-187**, all residential rental buildings within the Village must be registered with the Village so as to provide for more efficient notice to the property owner in the event of an emergency or safety issue with said buildings.

Please complete one registration form for each residential property address. Return signed, completed forms to the Village of Third Lake at the above address.

Check one of the following that applies:

☐ New Rental Registration ☐ Amended Registration ☐ Annual Renewal (by May 1st of each year)

I. Property Information

Legal Address of Rental Premises: _____

Tax P.I.N. #: _____

II. Property Owner Information

Name of owner(s): _____

Legal address of owner (*P.O. Box will not suffice as an address*): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

III. Mortgage Holder Information

Name of mortgage holder: _____

Name of Contact: _____

Address of mortgage holder: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

IV. Agent Information

Name of Agent (if owner is a corporation): _____

Legal address of owner (*P.O. Box will not suffice as an address*): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

****(PLEASE TURN OVER & COMPLETE PAGE 2)****

Village of Third Lake Code of Ordinances, Section 10-187 requirements are as follows:

- *All residential rental buildings are required to register.*
- *Owner must register the building with the Village within 30 days of building first being offered for rent.*
- *For buildings already in existence on the date of passage of this Ordinance, the building owner must register the building no later than 60 days from the date thereof.*
- *The registration must be renewed annually no later than May 1st of each year.*
- *Owner must certify that the information provided on the registration is true and correct.*
- *Owner must notify the Village within 20 days of any change in the registration information by filing an amended registration.*
- *Violation of any provisions of this Ordinance including submission of false information shall result in a fine of not less than fifty (\$50.00) nor more than seven hundred and fifty (\$750.00) dollars for each offense.*

Please read the Village of Third Lake Code of Ordinances, Section 10-187 for further details.

I, _____ **certify that the information provided on this registration statement is true and correct.**

Signature of Owner

Signature of Owner

Date

Current Tenant Information:

Name(s): _____

Phone: _____ **Email:** _____