



Rental Property Registration Application

In accordance with City Code Chapter 45

Rental Address: _____ **Parcel #** _____

Description of Premises	Single Family: _____ \$65	Condo: _____ \$65	Duplex: _____ \$65	Multi-family: _____	# of Units: _____
	Fees vary based on number of units \$65 plus an additional \$5 per unit for buildings with 3 or more units				

Legal Owner/s

Name: _____ Phone: _____

Address: _____
Post Office Box does not suffice as an address

City: _____ State: _____ Zip: _____

Authorized Manager or Agent

Company Name: _____ Phone: _____

Representative Name: _____

Address: _____
Post Office Box does not suffice as an address

City: _____ State: _____ Zip: _____

Contract Buyer

Name: _____ Phone: _____

Address: _____
Post Office Box does not suffice as an address

City: _____ State: _____ Zip: _____

Provide a Recorded Copy of Contract or Memorandum

Fee	Base Fee of \$65 per Building / Condo More information and examples of fees can be found on reverse side.	City of Bloomington – Rental Community Development Department PO Box 3157 Bloomington, IL 61702-3157
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I/We, the undersigned, hereby certify that:

- The data submitted in this application is an accurate representation as of the date of the application and the registration statement shall serve as prima fascia proof of the statements in any administrative enforcement or court proceeding instituted by the City against the owner or owners of the dwelling.
- I/We understand that it is illegal to operate a rental unit, within the City of Bloomington, without a Certificate of Registration. I/We also understand that failure to comply or provide accurate information will result in legal actions and fines.
- I/We understand by designating an authorized agent, I/we are consenting to service of any and all notices of code violations concerning the registered building and all process by service of the notice or process on the authorized agent.
- I/We understand that I/we must file an amended registration statement with in ten (10) business days, of any changes in the registration statement.
- I/We understand that I/we must contact Community Development if this property is sold within the registration year.

Signature: _____ **Date:** _____

Required—will be returned if left unsigned.

APPLICATION INSTRUCTIONS FOR CERTIFICATE OF REGISTRATION

Please note: Registration is an annual process and this application will be valid for the current calendar year. These instructions will assist you in completing the application for a Certificate of Registration. Please review prior to completing the form. In addition, please review the “Rental Property Checklist” provided by the City at www.cityblm.org. Thank you.

Rental Address:

The principle address of the complex or single building.

Parcel#:

The tax identification number for the property. This information can be obtained from your tax bill or the Tax Assessor’s office: www.wevaluebloomington.org

Registration Fees:

The Fee is calculated on the following information.

\$65.00 per Single Family Residence, Duplex, Condo, and *Building. Buildings with 3 or more units are assessed an additional \$5 per unit.

*Example: 3 Units is \$70. 4 Units is \$75. 5 Units is \$80. 6 units is \$85. 7 units is \$90. And so on.

Registrations are annual and will be valid until December 31st of each year. Your annual registration renewal will be sent to you at a minimum 30 days prior to expiration. Registrations cannot be transferred to new owners.

Description of Premises:

Identifying information of multiple buildings on one site or under one address. Indicate the identification number/letter of the building as well as the number of dwelling units in the building. If buildings have separate street addresses fill out a separate application for each.

Legal Owner/s:

The legal street address of the building’s owner. Post Office box numbers are not acceptable. If the property is held by a partnership, corporation, trust, or association, attach the name, position, address and phone number of each member having fiduciary interest in the property.

Authorized Manager/Agent:

Company and/or person authorized to act for the owner to receive mail, resolve code violations, and provide payment of all fees and/or fines.

Signature:

Read the conditions of the application. The responsible party is to sign and date the application.

Contact the Rental Registration Program at (309) 434-2244.