



Re: Account #: _____

Property Location

Address: _____ Unit #: _____ Schaumburg, IL

Please complete the following information and return this form back to the Village of Schaumburg Finance Department, 101 Schaumburg Court, Schaumburg, IL 60193. Any questions can be directed to the Finance Department at 847-923-4532.

Please Print and Fill In All Blank Areas

This is to acknowledge that I, _____, the property owner for the above mentioned location am not currently collecting rent for this property and the property is currently occupied by a family member. The family member's name is _____ and their relationship to me is _____.

I understand that I am to notify the Village of Schaumburg upon collecting rent and/or if the occupancy for this property changes to a non-family member or I will be subject to fines and other enforcement action.

Signature of Property Owner

Date

Property Owner's

Name: _____

Address: _____

Phone Number: _____

This form will be kept on file with the Village of Schaumburg Finance Department.

§ 123.02 RENTAL LICENSE REQUIRED.

(A) License Required: No person shall engage in the business of renting without having obtained a license.

- (1) Residential Property: It shall be unlawful to rent a residential dwelling or dwelling unit without first obtaining a rental license issued by the department of finance for the specific location.
- (2) Nonresidential Property: It shall be unlawful to rent a nonresidential building or structure without first obtaining a rental license issued by the department of finance for the specific location.
- (3) Rooming House: It shall be unlawful to operate a rooming house or occupy any rooming unit in any rooming house without first obtaining a rental license issued by the department of finance for the specific location. This licensing requirement shall not apply to group homes governed by 405 Illinois Compiled Statutes 35/1 et seq., as amended, specialized living centers act, dealing with the developmentally disabled, or other similar uses governed by state or federal laws, rules or regulations.

A rental license is required for any owner of a building, structure, dwelling, or dwelling unit who rents, leases, or controls any portion of the property, building, or structure to another person, business, corporation, or entity for any fixed period of time.