



VILLAGE OF SCHAUMBURG

**ASSOCIATION LICENSE  
APPLICATION**

Finance Department

101 Schaumburg Court, Schaumburg, IL 60193-1899  
(Phone) 847.923.4532 (Fax) 847.923.2409

**Residential Association Information:**

Association Name: \_\_\_\_\_

Location Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

**Association Agent/Property Management Information:**

Name: \_\_\_\_\_

Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

NOTE: On site management office requires a separate business license from the Village.

**Emergency Contact Information: \*Required.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Information:**

Total number of individual units in complex \_\_\_\_\_ \*Total number of rental units in complex \_\_\_\_\_

\*Association/agent shall provide a current list of individual rental dwelling unit addresses annually and include the name and address of the person in control of each rental unit to the Village of Schaumburg. The rental unit list should be submitted with this application. The Village will notify all rental unit owners of their responsibility to obtain a Village of Schaumburg Rental License for their rental unit(s).

**Common Elements Shared by Individual Owners. \*Please Check All That Apply.**

- Club House       Swimming Pool(s)       Elevators       Ground Sign(s)
- Underground Parking Facilities       Fire Alarm System       Common Laundry Facilities
- Other common element, please specify: \_\_\_\_\_

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further time while in force. I/We have read this application and answered all questions in full and the information I/We have submitted in this application is complete and truthful to the best of my knowledge.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**Ordinance Information:**

§ 123.03 LICENSING OF THE OPERATION OF RENTAL MULTIPLE DWELLINGS AND DWELLING UNITS, ROOMING HOUSES AND ROOMING UNITS, AND RESIDENTIAL ASSOCIATION RENTAL DWELLING UNITS.

(A) No person, corporate or business entity, condominium, townhouse or homeowners' association shall operate a rental dwelling or dwelling unit, rooming house or rooming unit, or a residential town home or condominium association unless a valid rental/residential association operating license, referred to as an RRA license has been issued by the director of finance for the specific location, and a special use permit if required.

(3) Residential Association: No associations that control and are responsible for the exterior, interior and/or common areas of residential multiple-family properties shall do so unless a current RRA license has been issued by the director of finance for the specific location. A current list of individual rental dwelling unit owners within the property shall be provided to the director of finance by the association, including the name and address of the person in control of each rental location. The name, address, phone number and e-mail address of the management company and agent representing the association shall be provided.

**Annual Related Fees When Applicable:**

- Association License \$60

**Additional Information:**

Association License Application and Fee

For questions regarding licenses, please call Dawn at 847.923.4532. Send this completed application form, the fee payment, and a list of rental unit addresses to the Village, to the attention of the Finance Department.

Association License Inspection

Association common areas and properties are required to be maintained safely and in good repair. The exterior property is inspected by the Village systematically and any interior common areas are inspected annually. Please contact the Community Development Department at 847.923.3700 with any inspection questions.

Crime-Free Housing Seminar

All persons applying for a rental license shall have successfully completed a mandatory crime-free multi-housing seminar, administered by the Schaumburg Police Department, prior to issuance of the rental license. Please contact the Crime Free Hotline at 847.348.7274 with questions about the class. This seminar is recommended for Associations and not required.

Rental License Inspection

As owner of a rental property, you are responsible for maintaining the property and unit. The heating system shall be cleaned and inspected by a licensed HVAC contractor each year. There shall be working smoke detectors inside each bedroom, outside bedrooms, and on each floor. Working carbon monoxide detectors are required. Electrical outlets shall be GFCI protected as required. Although it is not required, an interior rental inspection should be conducted in the near future. It is in the best interest of the property owner and tenant to ensure the property is maintained and meets minimum code requirements relating to life safety issues. If you would like to schedule a rental inspection, please contact code enforcement at 847-923-3700.