



VILLAGE OF SCHAUMBURG

**SINGLE FAMILY HOME ONLY -  
RESIDENTIAL RENTAL LICENSE  
APPLICATION**

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

**Location Information:**

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

- Is there a property owners' association associated with this location? \*Yes or No

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

- Do you rent other residential property in Schaumburg?  \*Yes  No \*How many? \_\_\_\_\_

Please list additional location(s) here: \_\_\_\_\_

**Type of Property:**

Single-Family Home \$100

**Property Owner Information:** Street address is required. *\*Cannot be the same as the rental address \*Do not list Post Office Box\**

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

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

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

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Billing E-Mail Address \_\_\_\_\_

Is this a Trust? \_\_\_\_\_ If so, what is the name of the Trust? \_\_\_\_\_

**Local Agent Information:** \*Required for all non-local owners.

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

Street Address: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

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

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

**I/We understand this is an application only** and 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. The license will not be issued until successful completion of the Crime-Free Multi Housing Class and providing the Crime Free Housing Addendum. 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.

**Ordinance Information:**

**123.02 RENTAL LICENSE REQUIRED.**

- (A) License Required: No person shall engage in the business of renting without having obtained a license. For purposes of this chapter, the "business of renting" shall include, but not be limited to, the rental, offering for rent, or advertisement for rent of any property in the village.
  - (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) Short-Term Rental: It shall be unlawful to rent, offer for rent, or advertise for rent a short-term rental in the village without first obtaining a rental license issued by the department of finance for the specific location.
  - (4) Accessory Structures: It shall be unlawful to rent any accessory building or structure on a residential property for human habitation. Any accessory structure may be utilized as an amenity at any specific location for which a rental license has been issued pursuant to this chapter.
  - (5) Exception: This licensing requirement shall not apply to group homes governed by 405 ILCS 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.

**Fee Schedule:** All licenses are good thru December 31 of the year applied. **July 1<sup>st</sup> – half year rate of \$50.00**  
Single-Family per home: \$100

**Additional Information:**

Rental License Application and Fee

For questions regarding residential licenses, please call Dawn at 847.923.4532. Send this completed application form and the fee payment to the attention of the Finance Department.

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. The seminar may be attended after application has been submitted and the license will be issued after successful completion. Please contact the Crime Free Housing Hotline at 847.348.7320 with questions about the class.

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. 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. **Rental inspections are required upon application and thereafter every three years, please contact code enforcement at 847-923-3700 for more information.**