

LANDLORD LICENSE CHECKLIST



All information must be complete and all required documents available or the landlord license application package will not be accepted. No partially complete applications or documents will be accepted.

Fees:

- \$50 per building Landlord License fee
- \$100 per unit Rental Inspection fee (when applicable)

Application Checklist:

Property Owner: _____

Completed and signed Landlord License Application

Completed and signed Landlord License Worksheet

Completed and signed Rental Inspection Application (inspections required every two years)

Copy of property insurance (Declarations page)

Proof of ownership (New applications only)

Applications may be hand delivered, mailed, or emailed to:

City of North Chicago

Economic and Community Development

1850 Lewis Avenue

North Chicago, Illinois 60064

inspections@northchicago.org

Short-Term Rentals

Before any rental property can be used as a short-term rental (Airbnb, Vrbo, etc.), the owner must first receive a short-term rental endorsement in addition to a landlord license. The short-term rental endorsement application can be found at northchicago.org or in the ECD office and submitted alongside the landlord license application.

Department of Economic and Community Development

1850 Lewis Avenue, North Chicago, Illinois 60064 | (847) 596-8650 | inspections@northchicago.org

LANDLORD LICENSE APPLICATION



Property Owner(s) Information (Attach additional sheets as necessary):

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____ EMERGENCY PHONE: _____

P.O. boxes will not be accepted as an address.

Property Manager Information:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____ EMERGENCY PHONE: _____

P.O. boxes will not be accepted as an address.

I hereby affirm that all the information provided is current and correct.

Applicant Signature: _____ Date: _____

For Office Use Only:

Amount Paid: _____ Date Paid: _____

License Number/Verification: _____

LANDLORD LICENSE WORKSHEET



Rental Property Information:

Address of Rental Property	PIN Number	Single-Family	Duplex/2-Flat	Multi-Unit (# of Units)

City Code (5-14-8) requires any owner, manager, or designee of a residential rental property to utilize a crime free lease addendum or have a clause in the lease similar to a crime free lease addendum for any leases executed.

Applicant Signature: _____ Date: _____