



VILLAGE OF SOUTH BARRINGTON
 30 S. Barrington Road
 South Barrington, IL 60010
 Phone (847) 381-7510 | southbarrington.org

SINGLE FAMILY DWELLING RENTAL LICENSE APPLICATION

Any person, firm, partnership, association, corporation, managing agent, property agent, or other legal entity that intends to operate, maintain or offer for rent within the Village of South Barrington, any single family dwelling, whether vacant or occupied, shall submit an application for a license to the Village Administrator.

Owner(s), Trust & Trustees Information Section

Full Legal Name of Owner or Trust: _____
 (Print Name)

Full Legal Name of Additional Owner or Trustees: _____
 (Print Name)

Additional owners/trustees will need to be listed on the application. Please fill out an application for each additional owner or trustee.

Address of Owner or Trust: _____
 (Street) (City) (State) (Zip)

Address of Additional Owner or Trustees: _____
 (Street) (City) (State) (Zip)

Primary Telephone No.: () _____ Email Address: _____
 (First Listed Owner/Trust) (First Listed Owner/Trust)

Primary Telephone No.: () _____ Email Address: _____
 (Second Listed Owner/Trustee) (Second Listed Owner/Trustee)

Address of Single Family Dwelling: _____ South Barrington IL 60010
 (Street) (City) (State) (Zip)

Number of Dwelling Units: _____ in the single family dwelling

Tenant(s) & Minor Children Information Section

Full Legal Name of Tenant (18 years and over): _____
 (Please Print)

Full Legal Name of Additional Tenant (18 years and over): _____
 (Please Print)

Additional tenants, 18+ years of age, will need to be listed on the application. Please fill out an application for each additional tenant.

Number of Children (under 18 years of age): _____

Management and/or Property Agent Information Section

Name of Managing Agent/Property Agent: _____
(Please Print)

Address of Managing Agent/Property Agent: _____
(Street) (City) (State) (Zip)

Management Telephone No.: () _____ Additional Telephone No.: () _____

24 Hour Emergency Contact Information Section

Name of 24 Hour Emergency Contact: _____
(Print Name)

Address of 24 Hour Emergency Contact: _____
(Street) (City) (State) (Zip)

24 Hour Telephone No.: () _____ Additional Emergency No.: () _____

Contact person will be available on a twenty-four (24) hours basis and has the authority to make or authorize repairs as needed.

Single Family Dwelling Rental Information

Total Square Footage: _____

Total Square Footage Designated for Living & Sleeping Purposes: _____

Include Individual Room Sizes:

Room 1: _____ Room 2: _____ Room 3: _____ Room 4: _____

Room 5: _____ Room 6: _____

List Any and All Additional Individual Room(s) and Sizes: _____

Licensing Fees, Terms & Renewal

An application for a license for rental or leasing of residential properties must be submitted for review and approval at the Village Hall, 30 S. Barrington Road, South Barrington, IL 60010. The permit fee is One Hundred Fifty (\$150.00) dollars and made out to the Village of South Barrington. If the completed license application is not submitted with the required fee prior to April 1 in any given year, the license fee shall be increased by \$25.00 on May 1 and on the first day of each subsequent month until such time as a complete license application is submitted and the required license fee is paid. Fees are not prorated and there is no refund of any license fee paid.

Each license granted is an annual license which will commence April 1 and terminate March 31 of the next year. The owner, managing agent, or property agent is responsible for obtaining a license each year the property is a rental residential property. If it is determined that an owner, managing agent, or property agent has failed to obtain a license, the owner, managing agent, or property agent shall be responsible for paying the current license and the license fee for all previous years the property was a rental residential property. Licenses cannot be transferred and ownership changes need to provide notification to the Village within 30 days of the change.

Consent to Inspection & Right of Access

If any owner, managing agent, property agent, tenant, occupant, or other person in control of rental residential property fails or refuses to consent to free access and entry to the rental residential property under his/her/its control for any inspection pursuant to Chapter 19 of the Village Code, and if the Village has the probable cause necessary to obtain an administrative search warrant, the code official or his designee may apply to the circuit court for an administrative search warrant or other appropriate court order authorizing such inspection.

Upon twenty-four (24) hour notice to the owner, managing agent, or property agent, the owner, managing agent, or property agent shall provide access to such portions of the rental residential property which are otherwise inaccessible to the village inspectors. During any inspection of an inaccessible portion of the rental residential property, the owner, managing agent, or property agent shall designate an adult representative to accompany village inspector(s) during such inspection.

Enforcement & Penalty

It shall be the duty of the Village Administrator to enforce the provisions of this Chapter 19, as authorized by the Village Code, and the International Code Council codes, as adopted and amended from time to time by the Village.

Any person, firm or corporation in violation of any of the provisions of this Chapter, in addition to other legal and equitable remedies available to the Village shall, upon conviction thereof, be subject to fines of not less than one hundred dollars (\$100.00) nor more than one thousand dollars (\$1,000.00) for each violation. Each day during which a violation of this Chapter continues or is permitted to exist shall be considered a separate and distinct offense.

Signature of Agreement & Payment of Fees

Signature denotes understanding of the above information and that the information has been provided to the tenant(s).
(Landlord signature required on each addendum/tenant signature page submitted.)

Landlord Name: _____ Landlord Signature: _____
(Print Name)

() Landlord or () Legal Representative Date: _____

Landlord Name: _____ Landlord Signature: _____
(Print Name)

() Landlord or () Legal Representative Date: _____

Village Office Use Only – For Building Records

() Paid \$150 Fee

Date Application Received: _____ Received by: _____

() Received Copy of Rental Agreement & Addendum Sheet for Tenants Residing in Dwelling

() Copy of Short Term Rental & Licensing of Single Family Rental Properties has been given to applicant

() Rental License Issued

Date of Rental License Issued: _____ Rental License No.: _____

Rental License Approved & Issued by: _____