

**APPLICATION FOR CERTIFICATE OF COMPLIANCE  
FOR RESIDENTIAL RENTAL PROPERTY**  
Under *The City of Highwood Rental Property Safety Ordinance of 2003*  
To Be Filed with the Code Official, City of Highwood

***ALL CERTIFICATES EXPIRE ONE YEAR FROM THE DATE OF  
APPLICATION FOLLOWING ISSUANCE***

**SECTION I – FEE SCHEDULE**

A. The application fee for initial/renewal inspection of each residential unit shall be \$60.00, plus a fee, as follows for inspection of common areas;

B. The fee for inspection of the common areas:

<b>Units</b>	<b>Fee</b>
1-15	No Fee
15-50	\$25.00
Over 50	\$150.00;

C. A late fee of 50% shall be paid if application is not timely made, or if fees are not timely paid;

D. Each application for a Certificate of Compliance shall be accompanied by the application fee and/or late fee due. Please remember that the application fee may change if the information you provide is not accurate;

E. Any Owner who owns residential rental property which is subject to the provisions of this Ordinance, but resides in his/her own building, is not required to pay a unit fee for the unit in which he/she resides.

**SECTION II – APPLICATION**

1. Name of Person filling out this application (“Applicant”): \_\_\_\_\_

For the Applicant, please state:

Home Address: \_\_\_\_\_ Business Address: \_\_\_\_\_

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

Home Fax: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Pager Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2. Address of the Residential Rental Premises (“Premises”) for which a Certificate of Compliance (“Certificate”) is sought: \_\_\_\_\_

3. The date (month/year) the Premises was acquired: \_\_\_\_\_

4. Indicate the number of units at the Premises:

Number of Rooming/Boarding Units: \_\_\_\_\_  
Number of Efficiency Units: \_\_\_\_\_  
Number of 1 Bedroom Units: \_\_\_\_\_  
Number of 2 Bedroom Units: \_\_\_\_\_  
Number of 3 Bedroom Units: \_\_\_\_\_  
Number of 4 Bedroom Units: \_\_\_\_\_  
Number of Other Units (Specify): \_\_\_\_\_  
**TOTAL NUMBER OF UNITS:** \_\_\_\_\_

5. Name of the Person or Legal Entity holding legal title to the Premises (“Owner”), if different from the Applicant in item #1 above: \_\_\_\_\_

For each Owner (person holding any interest whether legal or equitable in the Premises for which a Certificate is sought), please state:

Home Address: _____	Business Address: _____
Home Phone: _____	Business Phone: _____
Home Fax: _____	Business Fax: _____
Mobile Phone: _____	Pager Number: _____
E-Mail Address: _____	

**Note:** Please provide the same information for each and every Owner.

6. If the Owner/Applicant is a Corporation or Limited Liability Company (LLC), please state:

- A. Exact name of the Corporation/LLC: \_\_\_\_\_
- B. Name of the Registered Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

7. Provide the name of any property manager and/or person designated as the agent of the Owner for purposes of scheduling inspections and/or receiving notices (“Agent”), if different from the Owner in item #5, above: \_\_\_\_\_

For each Agent, please state:

Address: _____	E-Mail Address: _____
Fax: _____	Phone: _____
	Mobile Phone: _____
	Pager Number: _____

**Note:** Until written notification of a change of the above “notice address” is received by the City, any notice to be provided under the provisions of the Ordinance, the Property Maintenance Code or other applicable ordinances and Codes, shall be deemed sufficiently given if deposited in the United States mail, postage prepaid and addressed to the person at the address listed above.

8. The name of the person who in an emergency situation will be accessible to tenants on a 24-hour per day basis and capable of responding to tenant needs in such situations (“Emergency Contact”), if different from the Owner in item #5 above: \_\_\_\_\_

For the Emergency Contact, please state:

Home Address: _____	Business Address: _____
Home Phone: _____	Business Phone: _____
Home Fax: _____	Business Fax: _____
Mobile Phone: _____	Pager Number: _____
E-Mail Address: _____	

9. Please indicate the number of occupants in each unit (may be shown on floor plan).

10. Does the Premises have basement? Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes”:

A. Is any part of the basement used as a kitchen or for sleeping purposes?  
Yes \_\_\_\_\_ No \_\_\_\_\_

B. Do the tenants at the Premises have access to any part of the basement?  
Yes \_\_\_\_\_ No \_\_\_\_\_

11. Does the Premises have a fire alarm? Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes”, indicate the name, address and telephone number of the company that services or inspects the alarm: \_\_\_\_\_

12. List any other property subject to the terms of *The City of Highwood Rental Property Safety Ordinance of 2003* which is owned by the Owner/Applicant within the City (include any property in which the Owner/Applicant has any interest legal or equitable): \_\_\_\_\_

(Attach a schedule as necessary to supplement this application)

**SECTION III – ATTACHMENTS**

13. Attach copies of the following:

- A. A survey of the property;
- B. A floor plan of the basement and each floor of the building or structure (and each dwelling unit), drawn on plain paper of a minimum size of 8 ½ inches by 11 inches and maximum size of 11 inches by 17 inches. The floor plan shall indicate the floor/story and show room dimensions;
- C. A parking site plan showing the number and layout of any parking spaces on the Premises devoted to the tenant(s). If sufficient parking is not provided on-site for the tenants explain where tenant parking is provided;
- D. A copy of any document of title (such as a deed, title policy or mortgage).

**14. The following items do not need to be submitted with the Application but may be requested by the Code Official (and shall be supplied by the Applicant) prior to issuance of the Certificate of Compliance.**

- A. A copy of the Certificate of Incorporation, if title is held by a Corporation;
- B. A certified copy of any Land Trust, if title is held in Trust;
- C. A copy of any Limited Partnership Agreement; if title is held by a Limited Partnership;
- D. A copy of any Investment Trust or other Trust Agreement, if title is held in Trust;
- E. A copy of the Articles of Organization and Operating Agreement, if title is held by a Limited Liability Company (LLC);
- F. A schedule of every person holding any interest whether legal or equitable in the Premises for which a Certificate is sought, pursuant to question 6.

**SECTION IV – NOTICES, SIGNATURES & CERTIFICATIONS**

15. By signing this application, the Owner/Applicant affirms that he/she is familiar with the applicable City of Highwood ordinances affecting the Premises (including the Highwood Zoning Code, Property Maintenance Code and the City of Highwood Rental Property Safety Ordinance of 2003) and agrees that its employees and agents are subject to and shall fully comply with their terms, provisions and all future amendments of said ordinances (including Section 19 and 20 of the Highwood Rental Property Safety Ordinance of 2003). The Owner/Applicant agrees that it will not seek refunding of any fee paid. The Owner/Applicant does indemnify and hold harmless the City from any and all claims relative to the application and the granting or denial of the Certificate of Compliance. The Owner/Applicant further agrees that any Certificate granted is (A) subject to the terms of the ordinances of the City; (B) does not constitute a permit or approval of the Premises if same was not properly converted with permits; and (C) the Certificate requires renewal on an annual basis.

16. Once issued, the Owner/Applicant shall post and maintain (at all times) the Certificate of Compliance in a conspicuous place in each residential rental unit.

17. I hereby affirm that I, am of good character and reputation and that I will not violate any of the Laws of the State of Illinois, the United States, or any Ordinance of the City of Highwood in the conduct of the Residential Rental Premise. Under penalty of perjury, I affirm that the information provided in this application is accurate and complete and that I will provide whatever additional information is requested for consideration of this application.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_  
(Print Name): \_\_\_\_\_

Signature of Individual Owner (If different than Applicant): \_\_\_\_\_  
(Print Name): \_\_\_\_\_

Signature of Individual Owner (If different than Applicant): \_\_\_\_\_  
(Print Name): \_\_\_\_\_

**{ADDITIONAL SIGNATURE PAGE FOLLOWS}**

**Other Required Signatures**

(Please have applicable individuals sign as required)

(If Legal Owner is a Partnership)

Signature of Partner: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

Signature of Partner: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

(If Legal Owner is a Corporation)

Signature of President: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

(If Legal Owner is a Limited Liability Company)

Signature of Manager/Member: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

Signature of Manager/Member: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

(If Legal Owner is a Trust)

Signature of Trustee: \_\_\_\_\_  
(Please print name) \_\_\_\_\_

Attest: \_\_\_\_\_  
(Please print name) \_\_\_\_\_