



CITY of HIGHWOOD

17 Highwood Avenue / Highwood, Illinois 60040
847.432.1924 / 0735 Fax

Certificate of Compliance Renewal Application

Property address: _____

Current owner's name: _____

Current owner's address: _____

Current owner's telephone number: _____

Property manager's name (if applicable): _____

Property manager's address (if applicable): _____

Property manager's telephone number (if applicable): _____

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 noted above within the City:

Type of Building:

- _____ Single family home
- _____ Condominium
- _____ Duplex
- _____ Structure with three apartment units
- _____ Structure with four or more apartment units
- _____ **TOTAL NUMBER OF UNITS FOR THIS PROPERTY**

Application Fees:

Each rental residential unit	\$60.00
Common area (each, for properties with less than 15 units)	\$0.00
Common area (each, for properties with 15-50 units)	\$25.00
Common area (each, for properties with 50 or more units)	\$150.00

If you should have any questions, feel free to contact the Highwood Building Department at 847.432.1924.

Signature: _____

Date: _____

Required Attachments:

If any of the following items are noted by 'X', please submit the required attachment(s) along with your Renewal Certificate of Compliance Application.

- _____ A completed *initial* Certificate of Compliance Application
- _____ Insufficient application fees
- _____ A survey of the property
- _____ 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.
- _____ 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.
- _____ A copy of any document of title (such as a deed, title policy or mortgage).

Notes:
