



## Residential Rental Property Certificate of Compliance Renewal/Initial Application

Instructions:

- Fully complete application making sure to date it and sign it.
- Make check payable to **City of Highwood**.

Property address: \_\_\_\_\_

### OWNER INFORMATION

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY MANAGER (if applicable)

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### BUILDING / STRUCTURE INFORMATION

1. Are any units owner occupied?  Yes  No  
 If yes, indicate number of units?  1  2  Other (\_\_\_\_)

2. Building Type(s) – Select all that apply to your property.
- |  |  |
|--|--|
| <input type="checkbox"/> Condominium or Single Family    | <input type="checkbox"/> Multi-Family, with three (3) units        |
| <input type="checkbox"/> Multi-Family Duplex             | <input type="checkbox"/> Multi-Family, with four (4) or more units |
| <input type="checkbox"/> Commercial Building (Mixed Use) | <input type="checkbox"/> Garage Apt / “Coach House”                |

3. Number of dwelling units on the property (including owner occupied): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Attachments:**

If any of the following items are noted with an 'X', please submit the required attachment(s) along with your renewal 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 eight and one-half inches by eleven inches (8<sup>1</sup>/<sub>2</sub>" x 11") and maximum size of eleven inches by seventeen inches (11" x 17"). Such floor plan shall show room dimensions, the total square footage designed for living and sleeping purposes within the building and/or dwelling unit to be occupied, calculated consistent with the property maintenance code, and the square footage of the floor area of each room, closet and basement, if any.
- A parking site plan showing the layout of any parking spaces for the premises, spaces devoted to tenant use, and if sufficient parking (computed per the city zoning regulations) is not provided on site for the dwelling unit and/or the tenants residing at the premises, a detailed explanation of a parking control plan or alternate parking arrangements for the tenants.
- A copy of any document of title (such as a deed, title policy or mortgage).
- A certified copy of any land trust, if title is held in trust.
- A certified copy of any limited partnership agreement or investment or other trust agreement, if title is held in a land trust.
- A copy of the operating agreement, if title is held by a limited liability company.
- A copy of any lease requested by the code official for any unit or units on the premises.
- A copy of the most recent alarm certification (for premises in which an alarm is required).
- A copy of the most recent sprinkler certification (for premises in which a sprinkler is installed).
- A copy of the most recent elevator inspection (for premises in which an elevator is installed).

Notes: \_\_\_\_\_  
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