



Village of Mount Prospect

Community Development Department
Inspection Services
50 South Emerson Street
Mount Prospect, Illinois 60056

Phone: 847/870-5668 Fax: 847/870-5329 TDD: 847/392-6064

**Rental
Property
License
Application**

Rental Property Address(es)	Number of Units
Property #1 -	
Property #2 -	
Property #3 -	

If applying for more than three rental properties within Mount Prospect, use a blank page to list additional addresses. The license year is from September 1 – August 31.

Owner (If address is other than United States a local agent must be provided below)

Last Name/Business:			
First Name:	Middle Name:	Suffix:	
Home Street Address (P.O. Box is not acceptable):			
City:	State:	Zip Code:	
Phone:	Ext:	Alt. Phone:	Email:
*Crime Free Seminar Completed: Circle Yes/No		Certification Date:	
Issuer of Certificate:		(If other than Mount Prospect attach copy of certificate)	

Property Manager/Local Agent

Last Name/Business:			
First Name:	Middle Name:	Suffix:	
Home Street Address (P.O. Box is not acceptable):			
City:	State:	Zip:	
Phone:	Ext:	Alt. Phone:	
Email Address:			
*Crime Free Seminar Completed: Circle Yes/No		Certification Date:	
Issuer of Certificate:		(If other than Mount Prospect attach copy of certificate)	

Emergency Contact

Last Name:	First Name:	Title:
Home Street Address:		
City:	State:	Zip:
Phone:	Ext:	Alt. Phone:
Email Address:		

***Without a crime free housing certified agent, the license is conditional upon completing the course within 60 days.**

Applicant (Print name)

Signature

Date



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Crime Free Housing

- Certification class registration contact Crime Free Housing Coordinator, Mark McGuffin at 847-818-5251.
- Crime Free Lease Addendum must be provided with each lease. An example of the Lease Addendum is on the Crime Free Housing page of the Village website provided below:

<https://www.mountprospect.org/home/showdocument?id=4342>

Landlord Tenants Rights

- A summary of the LL/Tenants Rights Summary must be provided to each tenant. Copies of the LL/Tenants Rights Summary are available on the Rental Housing and Licensing page of the Village website provided below. All leases must be in writing.
- Tenants must be provided a copy of the lease.

<https://www.mountprospect.org/home/showdocument?id=141>

Inspections

- Rental buildings with 3 or more units are inspected annually. The inspection is of the common areas and exteriors of the buildings, and the interior of all rental buildings is inspected over 5 years. The Guide to Rental Property Maintenance Inspection is available on the Rental Housing and Licensing page of the Village website provided below:

<https://www.mountprospect.org/home/showdocument?id=1944>

- The exterior areas of rental buildings with 1 to 2 units are inspected annually. Interior inspections are made in response to problems reported by the public or other Village depts.