



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: 392-6064

**Rental
Dwelling
License
Application**

Rental Property Location

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

If applying for more than three rental properties within Mount Prospect, use the table on the back of the application 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)

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

Other Associated Person

Last Name:	First Name:	Title:	
Address:			
City:	State:	Zip:	
Phone:	Ext:	Alt. Phone:	Fax:
Email Address:			
*Crime Free Seminar Completed: Circle Yes/No		Certification Date:	
Issuer of Certificate:		(If other than Mount Prospect attach copy of certificate)	

***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 classes – to register 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 dwelling buildings with 3 or more units and 50% rental are inspected annually. The inspection is of the common areas and exteriors of the buildings, and the interior of all rental dwellings 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 dwelling buildings with less than 3 units are inspected during routine property maintenance surveys of the entire community. Interior inspections are made in response to problems reported by the public or other Village depts.

See the Community Development - Rental Housing and Licensing page of the Village website for more details:

<https://www.mountprospect.org/departments/community-development/rental-housing-and-licensing>

Additional Rental Dwelling Address(es)	Number of Units
Property #4 -	
Property #5 -	
Property #6 -	
Property #7 -	
Property #8 -	
Property #9 -	
Property #10 -	
Property #11 -	
Property #12 -	
Property #13 -	
Property #14 -	