



# VILLAGE OF ORLAND HILLS

Phone:  
708/349-4887

16033 South 94th Avenue  
Orland Hills, Illinois 60487-4623

Fax:  
708/349-1358

## 2026 ~ RENTAL PROPERTY LICENSE APPLICATION ~ 2026

*Please Print or Type*

### RENTAL PROPERTY STREET ADDRESS

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

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

List additional properties on the Rental Property Information Form

*(ATTACH A COPY OF THE LEASE FOR EACH PROPERTY LOCATION)*

### LANDLORD/OWNER INFORMATION

*Mailing Address: Please indicate appropriate address for correspondence & billing.*

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Attention: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**\$200.00 PER SINGLE FAMILY HOME RENTAL/ CONDOMINIUM UNIT**

### PROPERTY MAINTENANCE INFORMATION

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

I, the Owner of this property understand the condition upon compliance with all Village of Orland Hills Ordinance 2018-002. I have fully read the license requirements and understand that renting a dwelling without a valid license issued by the Village of Orland Hills is a violation to the Village of Orland Hills Code and will result in enforcement by fines. I, the owner of this property(s) will call and set up inspections with the Village and shall notify tenants, on a form provided by the village, of a date and time of inspection(s) at least seventy-two (72) hours prior to inspection.

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





# **Village of Orland Hills**

## **--- RENTAL PROPERTIES---**

### **Ordinance # 2018-002**

#### **License Requirements:**

No building shall be operated as a rental dwelling unless the owner or landlord of such building holds a current license issued by the village, in his/her (or corporate) name for the specific rental dwelling.

Every license shall be issued in January for a period of one (1) year unless sooner revoked and may be renewed for successive annual periods. Licenses issued during the year will be prorated accordingly by the building department.

No license shall be issued or renewed unless the owner or manager has first made application therefor on an application form provided by the village. The village's building department shall organize and schedule the timing of the inspection on an annual basis that allows for continual annual inspections.

No license shall be issued or renewed unless the completed application form is accompanied by payment of an annual license fee. The annual fee for licenses for rental dwellings shall be two-hundred dollars (\$200.00) per dwelling unit.

#### **License Application & Inspection:**

The fee includes an annual inspection and one re-inspection if necessary. If more than one re-inspection per dwelling unit is required, the fee for each re-inspection shall be one hundred dollars (\$100.00) per re-inspection per dwelling unit.

Each rental dwelling unit shall be subject to inspection for compliance with all applicable ordinances and regulations. Upon passing a successful inspection, each dwelling unit will be issued a Certificate of Occupancy by the Building Department.

A license shall be denied if the rental dwelling or dwelling unit has been inspected and is not in compliance with any applicable ordinance or regulation. Initial and subsequent annual licensing inspections shall include the exterior, common areas, basement of the rental dwelling and the individual dwelling units



# **Village of Orland Hills**

## **--- MEMORANDUM ---**

**To: Orland Hills Rental Property Owners**

**Subject: Ordinance # 2018-002- An Ordinance Providing for the Inspection and Licensing of Rental Dwellings**

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In February, 2018 the Orland Hills Village Board passed Ordinance # 2018-002 that requires the Inspection & Licensing of Rental Dwellings in the Village. Our records indicate that you own one or more rental properties in Orland Hills.

Attached for your convenience is the 2021 Rental Property License Application. Please complete the enclosed application and return it to the Orland Hills Village Hall with the necessary license fee(s). Upon submittal of your license application, you may schedule an inspection of your property(s) in person or over the telephone.

Please call the Village Hall at 708-349-4887 and speak with Karen to schedule an inspection of your rental property(s). Inspections will be scheduled on Tuesdays, Wednesdays and Thursdays between 9:00AM and 3:00 PM over the next 4-5 weeks.

The inspection should take no longer than 30 minutes and will be completed by a Village Inspector. The owner and/or the tenant must be present for the inspection. After successful completion of the inspection, a Certificate of Occupancy will be provided to the owner.

**Village of Orland Hills  
Building Department  
16033 S. 94<sup>th</sup> Avenue  
708-349-4887**



## Inspection Notice: The Village of Orland Hills

This is a notification from the Owner or Manager to the Tenant, at least seventy-two (72) hours in advance, that the Village of Orland Hills will inspect this property on the date and time indicated below.

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

Today's date: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

Time of inspection: \_\_\_\_\_

The Village of Orland Hills building official shall, prior to entering an occupied building, give the owner or manager a reasonable opportunity to be present during the inspection. Unless otherwise specified in a court order or warrant, the building official will not inspect or search any personal property of the occupant. The building official will fully consider the privacy and dignity of the occupant and will not enter or open closets, medicine cabinets or the other closed cabinets or lockers unless the inspector has reasonable grounds to believe that to do so would establish evidence of a code violation. If an occupant desires to be present for an inspection and it would result in an unusual hardship for that occupant to be present during regular village business hours, the building official shall attempt to conduct the inspection at a time reasonably convenient to the occupant.

Owner/manager signature: \_\_\_\_\_

Owner/manager name: \_\_\_\_\_

**Printed**

Owner/manager must retain one executed copy for their records and must retain one executed copy for the records of the Village of Orland Hills upon request.

This form, provided by the Owner or Manager to the tenant shall serve as notification of the date and time of the inspection by the Village of Orland Hills. The form shall certify that the owner or manager has notified the tenants of this inspection by either placing the completed form under or on the door or the dwelling unit at least seventy-two (72) hours prior to the inspection. Further, the occupant has a right to refuse to consent to the inspection and to require the Village to obtain an administrative search warrant.