



# Rental Property Registration Form

Community Development Services

2024-2025

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

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

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

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

- 1) Complete all sections on **BOTH sides of this Form** (indicate N/A if not applicable)
- 2) **Sign & Date the form** - Reverse Side at the bottom signature line
- 3) **Return this Form** - In Its Entirety -With Your Payment.

**SECTION I -Property Information** Our records indicate you own (or manage) the rental property at the following address:

Permanent Parcel Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Rental Property Registration Fee**

**For Billing Period: October 15, 2024-October 14, 2025**

<u>#Units</u>	<u>Type of Unit</u>	<u>Rate/Year</u>	<u>Total/Unit</u>
_____	Single Family/Condo	@ \$ \$57 /year	= \$ _____
_____	Duplex	@ \$ \$73 /year	= \$ _____
_____	Apartment Building	@ \$ \$65 /year	= \$ _____
_____	Apartment Units	@ \$ \$17 /year	= \$ _____
		<b>Current Due:</b>	= \$ _____
		<b>Previous Balance:</b>	= \$ _____
		<b>Late Penalties</b>	= \$ _____
		<b>TOTAL DUE:</b>	= \$ _____

**Payment**

Please print your Permanent Parcel Number on your Check. **Make Checks Payable to: City of Urbana.** Please return this **entire** completed form with payment to: City of Urbana, Building Safety Division, 400 South Vine Street, Urbana, IL 61801, or you may pay in person at the City of Urbana, Community Development Department, 400 South Vine Street, Urbana, Illinois 61801. If you believe there is an error with this billing, please do not hesitate to call us at (217) 384-2443.

**SECTION II: INSTRUCTIONS:** Please update any inaccurate or missing information below.

**Owners Contact Information (Indicate Registered Agent if owned by a Corporation)**

Please check here if this is the mailing address

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street

Mailing Address: \_\_\_\_\_  
city state zip code

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**NOTE – CONTINUE COMPLETE AND SIGN ON REVERSE**

**Local Agent Information:** The Owner of any rental unit must be able to respond to an emergency on a 24-hour basis. This may be met by maintaining an operating business or owner residence within 60 miles of the rental unit or by designation below of a local agent in Champaign County or an adjacent county.

Check here if this is the billing address

Agent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street

Mailing Address: \_\_\_\_\_  
city state zip code

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Mortgage Holder:** Indicate name and contact information for mortgage holder, if there is a mortgage on this property.

Mortgage Holder's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Contract Buyer:** Indicate name and contact information for any buyer on a Contract for Deed for the property

Check here if this is a rental

Check here if this is the billing address

Contract Buyer's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Terms of Rental Registration Program**

By signing this form the Owner and Local Agent (if applicable) agree to comply with the following terms:

- **NO OWNER SHALL BE ALLOWED TO REGISTER ANY PROPERTY IF THE OWNER HAS OUTSTANDING FEES OR FINES DUE AND OWING TO THE CITY.**
- Any changes occurring in ownership of a rental unit shall require the new owner to apply for registration within 30 days of taking ownership.
- That no rental unit has been rented or leased or offered for rent or lease in a manner which would result in violation of the occupancy levels permitted by the Urbana Zoning Ordinance or a Certificate of Occupancy.
- That both the interior and exterior of each rental property shall be periodically inspected by the Building Official, under the provisions established by the adopting Ordinance.
- That a Rental Agreement Addendum has been executed by the owner or local agent and by each tenant for rental units consisting of a single family, duplex, common lot line, multiple family, or loft dwelling unit types.
- That failure to adhere to these terms and others outlined in the adopting Ordinance may result in violation of the Rental Registration Ordinance, fines, and assignment of a "Class F" to the property. "Class F" properties may not be rented. Please see: <http://urbanaillinois.us/RRP> for complete details.

\_\_\_\_\_  
Signature of Owner OR Signature of Owner's Agent

\_\_\_\_\_  
Date