



# **VILLAGE OF RIVER GROVE PROPERTY RENTAL REGISTRATION FORM**

2621 THATCHER AVE, RIVER GROVE, ILLINOIS 60171  
PHONE: (708) 453-8007 • E-MAIL: BUILDINGDEPT@RIVERGROVEIL.GOV  
**VILLAGE PRESIDENT DAVID B. GUERIN • BUILDING COMMISSIONER CHUCK FREDRICKSON**

OFFICE USE ONLY  
**RENTAL SECTION:**

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**RR#** \_\_\_\_\_

All rented or leased dwelling units must be registered with the village of river grove, and each building containing rented or leased dwelling units must obtain a certificate of occupancy. If the building contains three or more rented or leased units, each unit must receive a certificate of occupancy. The fee for registering and the initial inspection plus one (1) re-inspection is \$150.00 plus \$25.00 for each rental unit. If additional re-inspections are needed, a \$100.00 re-inspection fee will be charged for each re-inspection.

**PROPERTY ADDRESS:** \_\_\_\_\_, RIVER GROVE, IL 60171

PROPERTY OWNER NAME: \_\_\_\_\_  
(LIST PERSON, CORPORATION, PARTNERSHIP, LAND TRUST, ETC.)

PROPERTY OWNER ADDRESS: \_\_\_\_\_  
(STREET, CITY, STATE, ZIP)

PROPERTY OWNER PHONE: DAY: (\_\_\_\_) \_\_\_\_\_ EVENING: (\_\_\_\_) \_\_\_\_\_

PROPERTY OWNER E-MAIL:

NAME OF NON-OWNER MANAGING AGENT:

NAME OF CONTACT PERSON OF MANAGING AGENT:

MANAGING AGENT ADDRESS:

AGENT OR CONTACT PERSON PHONE: DAY: ( ) EVENING: ( )

AGENT OR CONTACT PERSON E-MAIL: \_\_\_\_\_

BY MY SIGNATURE BELOW, I HEREBY REPRESENT THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION AS OR ON BEHALF OF THE OWNER LISTED ABOVE AND THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT; AND I CONSENT TO AND REQUEST THAT THE VILLAGE OF RIVER GROVE INSPECT THE ABOVE – LISTED DWELLING UNIT(S) THAT IS/ARE RENTED AND LEASED BY OR ON BEHALF OF THE OWNER, AND UPON THE VILLAGE FINDING THAT THE DWELLING UNIT(S) IS/ARE IN COMPLIANCE WITH THE VILLAGE CODE, THAT THE VILLAGE ISSUE CERTIFICATE OF OCCUPANCY FOR THE DWELLING UNIT(S).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## VILLAGE OF RIVER GROVE

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BUILDING COMMISSIONER  
**CHUCK FREDRICKSON**  
BUILDING DEPARTMENT EXECUTIVE  
ADMINISTRATOR  
**CATHERINE KARDA**

## IMPORTANT NOTICE

### DEAR RENTAL DWELLING OWNER/MANAGER:

Under Village of River Grove ordinance 7-21-2, rental property owners are subject to registration and inspections of all rental unit buildings every two (2) years. All single-family rental homes and rental condos every year. (ORD. 2024-01)

Please complete and return to the Village of River Grove the enclosed registration form and the required fee (\$150.00 plus \$25.00 for each rental unit) as described in the ordinance.

When returning your registration form please be sure to include the following:

1. Registration form completely filled out and signed.
2. Required fee (see example: 6 unit = \$150.00 plus \$25.00 for each unit – total fee \$300.00)

Upon receipt of the required documents and payment of the required fee the Village will schedule the property inspection.

Under Section (k), any person violating the terms and conditions of this code shall be subject to a penalty not exceeding seven hundred fifty dollars (\$750.00) with each and every day that the violation of the code is allowed to remain in effect being deemed a complete and separate offense. In addition, the appropriate authorities of the Village may take such other action as they deem proper to enforce the terms and condition of this code, including, without limitation, an action to compel compliance with its terms, that any person violating the terms of the code shall be subject, in addition to the foregoing penalties, to the payment of court costs and reasonable attorney fees. (ORD. 1997-06, 8-7-1997, EFF. 10-1-1997)

If you have any questions, please call the Building Department (708) 453-8007.

Sincerely,

Village of River Grove  
Building Department