

CITY OF HARVEY



LANDLORD AND TENANT REGULATIONS LICENSING PACKET

Eric J. Kellogg
Mayor

PROCEDURE FOR OBTAINING A LICENSE

1. Complete all sections of the attached application.
2. List all properties owned by the landlord.
3. Submit application and fee as follows to the:
City of Harvey
Planning Department
15320 Broadway Avenue
Harvey, Illinois 60426
4. Upon receipt of the application and fees, staff will review the submitted information for completeness and accuracy. This process takes approximately one week.
5. An inspection will be scheduled at your convenience. Provide your tenants with copies of the enclosed form
6. All applications and fees are required to be completed by June 1st.
7. The licensing fees are as follows:

Licensing Fees
1-2 units = 75.00
3 or more units = 25.00/unit

PLEASE NOTE: Should you need assistance completing the enclosed, please call the Planning Department at 708-210-5350. This license must be obtained every year to ensure compliance with the City's Ordinance.

PLEASE PRINT OR TYPE



CITY OF HARVEY
PLANNING DEPARTMENT
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5350 – PHONE
(708) 210-5368 – FAX

OFFICE USE ONLY

Date Received: _____
Inspection Approval Date: _____
License Number: _____
Safety Sticker: _____
Amt. Paid: _____
Staff Initials: _____

RENTAL STRUCTURE OPERATING LICENSE APPLICATION

Owner Name: _____

Address: **(P.O. Box is not acceptable)** _____

Property Address _____

City, State, Zip: _____

Business Phone: _____ Residence Phone: _____

Property Management Firm: _____

Contact Person/Manager: _____

Address: **(P.O. Box is not acceptable)** _____

Telephone: _____ Emergency Phone: _____

Total number of rental units: _____

If owner has more than one (1) rental unit, please list address below:

Rental Unit	Number of Units in the Building
_____	_____
_____	_____
_____	_____

If additional space is needed attach a separate sheet

Billing Name: _____

Billing Address: _____

I hereby certify that the information contained in this application is true and correct to the best of my knowledge:

Applicant Name (Printed/Typed) Signature

Applicant's Title/Position Date

Licensing Fees
1-2 units = 75.00
3 or more units = 25.00/unit



DUE TO THE NEW LANDLORD AND TENANT
REGUALTIONS ORDINANCE, THE CITY OF HARVEY IS
REQUIRING THAT ALL RENTAL UNITS BE INSPECTED
AT LEAST ONCE A YEAR.

SHOULD YOU HAVE ANY QUESTIONS OR NEED
ADDITIONAL INFORMATION, PLEASE CALL ME OR
THE CITY OF HARVEY AT 708-210-5350