

City of Highland Park



Rental Registration Instructions Form

Who is Required to Register: Pursuant to Title XV, Chapter 154 of the Highland Park City Code, the owners of all "Regulated Rental Dwellings" must register the dwelling with the City. A "Regulated Rental Dwelling" is defined as a dwelling unit that is:

- 1) located either within a single family residential structure, or within a multiple family residential structure and having a unique method of ingress and egress between the dwelling unit and an adjacent right-of-way or parking area; and
- 2) leased to, or occupied by, any person other than an owner of the unit.

Registration Deadline: Annually on or before April 1

Fee: \$30 annually for each registered dwelling unit.

Required Forms: Please complete a Rental Registration Form for all Regulated Rental Dwellings. The form requires provision of the property address, owners, and property agents for each dwelling unit being registered. An owner can serve as property agent.

Please note that you are required to register each dwelling unit separately. To register multiple residential dwelling units, complete and attach an Additional Dwelling Unit / Property Form. Similarly, if a dwelling unit is owned by more than one person, or has more than one property agent, please complete an Additional Property Owner Form or an Additional Property Agent Form as appropriate.

How Do I Register: **The City will begin accepting applications March 1, 2017.** Submit in person or mail completed Registration Form and a \$30 fee for each dwelling unit you are registering to the following address:

**City of Highland Park
Community Development Department
Rental Registration Program
1150 Half Day Road, 2nd Floor
Highland Park, IL 60035**

Make Check Payable to City of Highland Park - Do not mail cash

Open Monday – Friday 7:30 a.m. to 4:00 p.m.

Questions? Please visit www.cityhphil.com or call 847-432-0808

Thank you for Registering your Rental Unit with the City of Highland Park

DISCLAIMER: Registering your rental unit in the Rental Registration Program does not supersede other requirements that may be imposed on the property or property owner's property, including but not limited to homeowners associations declarations and covenants, or other restrictions recorded on the property, that may prohibit, limit, or regulate rental activity. It is the property owner and/or their agent's responsibility that their use of the property, including rental activity, has received all necessary approvals from all parties required.