



2018

Rental Housing Inspections Program Renewal Application Pursuant to Moline General Ordinance 3019-2007

Registration & Fees:

- * A \$50 fee must accompany this application for residential properties containing two (2) to four (4) units/apartments.
* A \$75 fee must accompany this application for residential properties containing five (5) to ten (10) units/apartments.
* A \$150 fee must accompany this application for residential properties containing eleven (11) to fifty (50) units/apartments.
* A \$200 fee must accompany this application for residential properties containing fifty-one (51) units or more units/apartments.
* One Application is required per owner, per rental building, unless buildings are contiguous & are held by same owner.

SECTION 1 PROPERTY INFORMATION

Rental Property Address: _____ Moline, IL 61265
Unit Addresses: _____

Chapter 8, Article VII, Division 2, Definitions
Dwelling Unit: One (1) or more rooms which are arranged, designed, or used as living quarters for a family or community residence as a single housekeeping unit.
Rental Unit: Any property containing a dwelling unit that is rented or available to rent to be used for residential purposes located in the City of Moline. Property is considered rental property if occupied by someone other than the legal owner of record.

- This property is a Single Family Dwelling NO [] YES [] Call us to receive an Exemption form (309)524-2015
This property is an Owner-Occupied Duplex NO [] YES [] Call us to receive an Exemption form (309)524-2015
This property contains less than five (5) units/apartments NO [] YES [] How many? _____
This property contains between five [5] & ten (10) units/apartments NO [] YES [] How many? _____
This property contains between eleven (11) & fifty (50) units/apartments NO [] YES [] How many? _____
This property contains fifty-one (51) or more units/apartments NO [] YES [] How many? _____

SECTION 2 OWNER INFORMATION

Please provide the property owner's following information:

- Owner's Full Legal Name: _____
Owner's Address: _____
Owner's Home/Business Phone #: _____ Owner's Cell Phone #: _____
Owner's Email Address: _____
If a Corporation or LLC, Name & Address of Registered Agent _____

If you, as property owner, reside outside of Rock Island County, Illinois, you must designate a local agent for service of process and provide the following information:

- Local Agent's Full Legal Name: _____
Local Agent's Home Address: _____
Local Agent's Contact Phone #: _____
Local Registered Agent's Email Address: _____

* If the property is being sold on contract, you must attach a copy of the contract and provide the Name & Phone Number of Contract Buyer: _____

Return application with the appropriate fee to: Moline Finance Department, 1630 8th Avenue, Moline, IL 61265

YOU MUST COMPLETE BOTH SIDES & SIGN THE APPLICATION

SECTION 3 PROPERTY MANAGER INFORMATION (Maintenance Person)

If the property has a maintenance person, or property manager **other than the owner** listed above, please provide the following information:

- Name of Manager /Management Company/Maintenance Person: _____
- Manager's Home Address: _____
- Manager/Management Company/Maintenance Person Phone # _____

SECTION 4 RENTAL PROPERTY BUILDING SCHEME

For each rental building/house (duplex, triplex, four-plex, etc.), please list the following information:

(A bedroom must be a minimum 70 sq ft for one person or a minimum 50 sq ft per person for a shared bedroom.)

- How many units/apartments have only one bedroom each? _____
What is the average square footage (length x width) of that/those bedroom(s)? _____
- How many units/apartments have two (2) bedrooms each? _____
What is the average square footage (length x width) of those bedrooms? _____
- How many units/apartments have three (3) bedrooms each? _____
What is the average square footage (length x width) of those bedrooms? _____

SECTION 5 IMPORTANT INFORMATION

PLEASE READ

- Code Officials may at any time require additional relevant information of the owner, or property manager to clarify items on the Rental Housing Inspections Program Application.
- Upon receipt of a completed Rental Housing Inspections Program Application & fee, if the property is due, a City inspection will be scheduled as soon as practical. The inspection shall determine whether the rental property is in conformance with the City's ordinances and all other applicable requirements.
- If the property owner changes his/her address or any other information provided on the application, and fails to notify the office of the Rental Housing Inspections Program, all notices and invoices shall be sufficient if sent by first class or certified mail to the owner or property manager's last address listed on the Application.
- At the conclusion of the City's inspection, you will be notified in writing of inspection approval or violations. Classifications will be assigned as follows:
CLASS A– The building is in excellent condition and has minor or no violations; re-inspect in four (4) years.
CLASS B– The building is in good condition yet has minor violations; City re-inspection in two (2) years.
CLASS C– The building is in sound condition but has violations that do not pose an immediate threat of danger to the life, health or safety of the occupants; City re-inspection in one (1) year.

SECTION 6 OWNER'S SIGNATURE

- I understand that this Rental Housing Inspections Program Application cannot be transferred to another property or owner. I also understand that if there are any changes to the property ownership, owner address, or any information provided on this form that I MUST NOTIFY the office of the Rental Housing Inspections Program within fifteen (15) days of the change.
- I understand that if I receive a notice and fail to bring the property into compliance, the sale of the property will not relieve me of the responsibility for compliance as ordered by the City. I understand that compliance may require permits and if so, I will obtain those permits and call for inspections as required. I UNDERSTAND THAT ALL WORK MUST CONFORM TO THE CODES OF THE CITY OF MOLINE AND THAT LICENSED CONTRACTORS UNDER PERMIT MUST COMPLETE ELECTRICAL, PLUMBING, AND/OR HEATING/AC WORK.
- I certify and declare the information I have furnished on this Application is true and complete to the best of my knowledge. I understand that approval of this Application is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of Moline and State of Illinois.
- My signature gives the City of Moline authority to conduct inspections of exterior & interior common areas of my rental property/properties.

X _____ Date: _____

Owner's signature