



Milan Residential Rental Property Permits and Landlord Registration

Dear Rental Property Owner,

On July 1st, 2021, the Milan residential rental ordinance goes into effect. This requires rental dwelling units to have rental permits and landlords must register so that appropriate contact can be made when necessary. **Inspections are not required at this time.**

Please complete the enclosed Rental Property Permit Application and Registration form for each building that contains rental dwelling units. Copies of the form can be used. Applications with incomplete contact information will not be approved. This form is also available online at www.milanil.org under the Village Departments drop down, click the *rental registration* tab.

While the cost of registration is \$10.00 per structure that contains dwelling units and renewable every 2 years, all applications received prior to **September 1st, 2021** will have the initial fees waived. Applications received on or after **September 1st, 2021** will be required to submit the appropriate fees. Unfortunately, there can be no exceptions to this fee policy.

Inspections of rental units are not required at this time, but will be performed on a complaint basis and periodically as time permits.

Beginning **July 1st, 2021**, it shall be unlawful for any operator to lease, let, rent or otherwise allow occupancy of a residential property, dwelling or unit without a rental permit and landlord registration, regardless of monetary exchange.

Feel free to contact me should you have questions or concerns regarding this notice

Stephen Moller
Building Inspector
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309-787-8527



RENTAL PROPERTY PERMIT APPLICATION AND REGISTRATION

All residential rental units must be registered with the Village of Milan. Please complete the following information and return to the Village Clerk. Copies may be made for additional buildings. For property owned by a company or LLC, the name and contact of a person is required. Property registrations that do not include the name, phone number and contact information for a person are invalid and considered a violation of the registration ordinance. If changes in ownership or property managers occur, the updated information must be provided within 30 days. A separate registration form is required for EACH BUILDING containing rental dwelling units.

Building Address:

Property Name: _____
Milan, Illinois 61264 (example; Best Rentals, Premier Apartments, etc...)

Number of Units in this building: _____ Number of Buildings in this complex: _____

Are there business uses in this building besides dwellings and common/office areas? Y / N

If yes, please List: _____
(ie: Jill's Bar and Grill, Joe's Yoga, Jane's Ice Cream Shop, etc...)

Please list the residential unit numbers: _____
(example; 1A, 1B, 2A, 2B- 101, 102,201,202 etc...)

Property Owner:

Name: _____ PHONE: _____

Address: _____ E-MAIL: _____

City: _____ State: _____ Zip Code _____ - _____

If the property owner is a business or corporation, provide the name of the main contact person of the business or corporation (who is NOT the property manager as that information is requested below).

Name: _____ PHONE: _____

Address: _____ E-MAIL: _____

City: _____ State: _____ Zip Code _____ - _____

Property Manager: (If different than the owner listed above)

Name: _____ PHONE: _____

Address: _____ E-MAIL: _____

City: _____ State: _____ Zip Code _____ - _____

In the event violations of law occur on a rental property, contact and legal notices will be made based on the information provided on this form.