



**CITY OF HARVEY BUILDING  
DEPARTMENT**  
15320 Broadway Avenue  
Harvey, IL 60426  
Phone: 708-210-5300

**ITEMS TO BE SUBMITTED WITH APPLICATION**

- Applicant's Valid Photo ID
- Current Lease
- Proof of Ownership (Deed)
- Proof of Homeowners Insurance
- Notarized Affidavit
- Crime Free Housing Lease Addendum
- \$150 Application Fee (Non-refundable)

**2024 – 2025 Rental Property Business License Application**

**Type:**  Single-Family  Multi-Family  
**Status:**  New  Renewal  Change Request

**PART 1: APPLICANT (LANDLORD) INFORMATION**

|                         |        |        |           |
|-------------------------|--------|--------|-----------|
| Owners Name:            |        |        |           |
| Owners Mailing Address: | City:  | State: | Zip Code: |
| Email:                  | Phone: |        |           |

**EMERGENCY CONTACT INFORMATION (must provide at least one)**

|            |        |
|------------|--------|
| Full Name: | Phone: |
| Full Name: | Phone: |

**MANAGEMENT INFORMATION (if different from owner)**

|   |        |        |           |
|---|--------|--------|-----------|
| Management Company Name (if applicable):            |        |        |           |
| Managers Full Name:                                 |        |        |           |
| Managers Mailing Address (P.O. Box not acceptable): | City:  | State: | Zip Code: |
| Email:  | Phone: |        |           |

**PART 2: PROPERTY INFORMATION**

|   |                  |        |   |
|---|------------------|--------|---|
| Street Address:   | Harvey IL, 60426 | PIN #: | Owner occupied:<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Property (✓ one box): <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Condominium <input type="checkbox"/> Apartment |                  |        | # of Units:   |

**WATER ACCOUNT INFORMATION**

|                  |            |
|------------------|------------|
| Name on Account: | Account #: |
|------------------|------------|

**PART 3: TENANT INFORMATION**

|                      |                   |                 |
|----------------------|-------------------|-----------------|
| Full Name:           |                   |                 |
| Email:               | Phone:            |                 |
| Number of Occupants: | Lease Start Date: | Lease End Date: |

**PART 4: SIGNATURE**

I do hereby certify that (✓ each box):

- I have read and fully completed this application to the best of my knowledge with truthful information.
- I have completed all requirements and submitted the necessary documentation and non-refundable application and licensed fees.
- I acknowledge information found to be untrue, inconsistent, or misleading shall be cause for refusal to grant or revoke granted license.
- I have read and understand my obligations in connection with the Rental Property Business License.

|                      |       |  |
|----------------------|-------|--|
| Applicant Signature: | Date: | <input type="checkbox"/> I understand that checking this box constitutes a legal signature confirming acknowledgment and truthfulness of information provided. |
|----------------------|-------|--|

Complete this application in its entirety. Incomplete applications will not be accepted.  
**THE CITY OF HARVEY RETAINS THE RIGHT TO REQUEST BACKGROUND CHECKS ON ALL APPLICANTS**

# RENTAL PROPERTY BUSINESS LICENSE AFFIDAVIT

I, the undersigned, being duly sworn, depose and state as follows:

1. I am the property owner of the premises located at:

\_\_\_\_\_Harvey, IL 60426.

2. I understand it is unlawful to operate, maintain or offer a rental unit in the city of Harvey without first obtaining a Rental Property Business License and that issuance is conditional upon meeting all landlord tenant obligations required by the city, compliance with all City Codes and Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force.

3. I affirm that I have reviewed the Crime Free Housing Course as outlined by the city of Harvey. I understand my obligations to ensure tenant safety, maintain the property in a habitable condition and comply with all local, state, and federal laws.

4. I acknowledge that am responsible for the following:

- Regular inspections and maintenance of the rental property.
- Compliance with all safety regulations, including but not limited to the installation of deadbolts, adequate lighting, and secure window locks.
- Timely repair of any hazards that may pose risks to tenants.
- Reporting and preventing illegal activities on the premises.

5. I affirm that I have established a city of Harvey water account for my rental property and the status of the account is current and the tenant is registered/listed.

6. I acknowledge for any changes in property ownership, management, or status (such as transistioning from rental to owner-occupied or sale of property), written notification must be provided to the city within 30 days.

7. I understand that failure to comply with any part of this agreement may result in fines, penalties, or revocation of my Rental Property Business License.

I swear that all the information provided in this application is true to the best of my knowledge, and I agree to adhere to all City of Harvey rules and regulations.

Owner Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

Notary Seal:

## CRIME FREE HOUSING LEASE ADDENDUM

In addition to all other terms of this Lease, Property Owner and Tenant agree as follows:

The tenant and landlord shall comply with all security measures and inspection requirements mandated by local laws. Properties that are deemed neglected or abandoned by the city of Harvey will be ticketed and fined.

The tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant or his or her household:

- **Shall not** engage in any criminal activity or violation of municipal codes or ordinances or any other violations of local, state or federal law on or near the rental unit common areas or appurtenances.
- **Shall not** engage in any act intended to facilitate any violation of local municipal ordinances or codes or any other violations as defined by local, state or federal law and/or obstruction or resistance of law enforcement efforts against criminal activity on or near the rental unit, common areas or appurtenances.
- **Shall not** permit on or near the rental unit, common areas or appurtenances to be used for or to facilitate any violations of local municipal ordinances or codes or any other violations of local, state or federal law.

Should the tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant, or his/her household, violate any provisions stated herein on or near the rental unit, common areas or appurtenances, such a violation shall constitute a material noncompliance with the lease and shall further constitute grounds for termination of tenancy and eviction.

Violation of any of the above provisions shall be a material and irreparable violation of the lease and good cause for termination of tenancy. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable noncompliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Proof of violation shall not require criminal conviction, but the tenant understands and agrees that an arrest for a described violation or criminal activity shall be sufficient evidence of a violation and grounds for termination of tenant's tenancy and occupancy.

In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

### **CERTIFICATION:**

**By signing below, I/we acknowledge that I/we have read, and agree to, the provisions of the Crime-Free Lease Addendum and I understand my responsibilities as a landlord, agree to comply with all city ordinances, codes and policies and have been provided a fully executed copy of this addendum.**

**Adult tenant(s), age 18 years and older are required to sign as indicated below.**

**PRINT** Your Full Name:

**SIGN** Your Full Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Harvey IL, 60426

By: \_\_\_\_\_

**Property Address**

**Signature of Property Owner or Agent**