



GOOD NEIGHBOR RENTAL HOUSING INITIATIVE (GNRHI) LICENSE/REGISTRATION INSTRUCTIONS – HOW TO REGISTER

Dear South Holland Residential Rental/Investment Home Owner:

Your residential rental/investment dwelling must be registered with the Village of South Holland, as required by municipal code. Please follow these steps to complete the process:

1. Complete the ***License/Registration Form*** in full, and sign/date the form where required (on page 2).
 - Incomplete forms will not be processed
2. You and each adult tenant(s) (age 18 years and older) must sign and date the ***Good Neighbor Lease Addendum***. *****(see below)***
3. Return both forms along with your annual \$75.00 payment to:

Village of South Holland, Planning, Development and Code Enforcement
16220 Wausau Ave.
South Holland, IL 60473

****IF** your rental property is vacant, registration is still required. Complete step 1 (above), and return the License/Registration form to us, along with the annual \$75.00 payment. **Prior to** occupancy, you will be required to:

- Submit a **copy** of the fully executed *Good Neighbor Lease Addendum*
- Submit an **updated** *License/Registration Form* reflecting all tenant information

Once we process your form(s), a representative from our Code Enforcement Department will contact you to schedule an inspection of the property. Inspections will be performed on a triennial basis, (once every three years).

Per Section 9-316 of the Rental Housing Code, failure to register as an owner is subject to a daily penalty of \$250.00. To avoid penalty(s), please respond within 30 days from the date of this Notice.

A License/Registration form and Good Neighbor Lease Addendum is required for each separate dwelling unit. Additional forms and the GNRHI brochure, a Property Owner's Guide may be found on our website.

www.southholland.org

Navigate to the *Departments* tab, then select *Building and Code Department*.

If you have any questions, please contact the Good Neighbor Rental Housing Coordinator at 708-210-2915 or at GNRHI@southholland.org.

Kind regards,
Village of South Holland