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. *(NOTICE: Please contact the Village of South Holland’s Good Neighbor Rental Housing Coordinator to confirm the property you are interested in is located in a Census tract that has available rental licenses.)*

Please follow these steps to complete the registration 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: 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