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, Office of the Clerk
   16226 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](http://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 708-210-2900 or at GNRHI@southholland.org.

Kind regards,

*Village of South Holland*