



## 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](http://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](mailto:GNRHI@southholland.org).

Kind regards,  
Village of South Holland