

**Village of Glenwood**  
 One Asselborn Way  
 Glenwood, Illinois 60425  
 Building Department (708) 753-2416

Permit No: \_\_\_\_\_

**Annual Rental Inspection Application**

**Village Ordinance Section 22-89 Annual Inspections:**

No owner, agent or person in charge of a non-owner occupied one-or two-family, or multi-family dwelling unit or structure shall allow any person to occupy such dwelling or structure as a tenant or lessee unless such unit or structure shall have been inspected once during each year in which the dwelling unit or structure was occupied and determined to be in compliance with all of the provisions of this chapter and all health and building laws and codes of the Village of Glenwood evidenced by a certificate of occupancy issued by the building inspector.

The first inspection and subsequent re-inspection is included in the initial cost. Any additional inspections or failure of the owner/agent/designee to appear for a scheduled inspection will require additional fees. In issuing a Certificate of Compliance, whether temporary or permanent, the Village of Glenwood does not make any warranty, representation or statement nor does it intend to insure or guarantee that there are no additional unnoted violations relative to any other provisions of any of the codified ordinances of the Village of Glenwood, the International Code Council 2003 Editions or any other of the rules or regulations of the State of Illinois, County of Cook. It is the responsibility of the owner to check with the Building Department if any permits are needed to complete any necessary repairs.

All inspections are good for a period of thirty (30) days.

Single-Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Condo \_\_\_\_\_ Number of Units \_\_\_\_\_ Commercial \_\_\_\_\_

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Tenant's Signature (X) \_\_\_\_\_

*Make the check payable to the Village of Glenwood and return this application with your annual rental inspection fee.*

Owner/Agent (printed name) \_\_\_\_\_ Date \_\_\_\_\_ Section 8 \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner's Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

I am the owner/authorized agent of the above property and can legally authorize this inspection. I have received permission from any tenants/leases to enter their unit(s) for this inspection.

Signature of owner/agent \_\_\_\_\_ Inspection Fee: \$50.00 one/two family units

\$50.00 condo unit  
 Multifamily or condo entire building \$35.00 per unit  
\$35.00 common area

**OFFICE USE ONLY**

Inspector \_\_\_\_\_ Date \_\_\_\_\_

**RE-INSPECTIONS**

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Free

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Fee \$50.00

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Fee \$50.00

Certificate of Occupancy \_\_\_\_\_ Date \_\_\_\_\_