

COSTS AND STEPS INVOLVED TO BE A LANDLORD

1) YEARLY LICENSE FEE \$35.00

- Obtain your license first after completing the following steps. Click this link <http://www.bolingbrook.com/rent> for information. Paper copies of forms are available at the Code Enforcement Office

2) RENTAL INSPECTION \$125.00 if vacant, \$250.00 if occupied at time of inspection

- Schedule an inspection by calling (630) 226-8760. This will take roughly 25 minutes and requires the landlord or manager to call to schedule.

3) Fossil Fuel Inspection- Done by a contractor approved and on Village list. Their fees vary.

- This inspection must be done BEFORE a tenant can move in and your occupancy permit is approved! **CALL the building department at (630) 226-8470 to confirm if your contractor is currently registered with the Village before you hire them!**

The Village of Bolingbrook does not endorse, recommend or require the use of any specific vendor or contractor, nor does the Village vouch for any contractors' workmanship, timeliness or ability their registration only means that they have met the Village's licensing requirements.

4) Complete and turn in a rental Occupancy permit form prior to tenant moving in along with the mandatory addendum to lease which prohibits criminal activity at location to be rented.

5) If you live in an area where there is a Home Owners Association (HOA) You MUST Obtain a letter from your HOA that must state that you have permission to rent your home as it does not exceed the stated rental cap set forth by your Association **and that all association dues are current and up to date.** You will NOT be able to rent your property unless BOTH stipulations are met!

6) If you are unable to go online forms are available in the Code Enforcement Offices.

If you have any questions, please contact

Code Enforcement directly at (630) 226-8760