



Application for Rental Property Certificate of Registration

In accordance with Chapter 45 of the City Code

Planning and Code Enforcement, PACE
PO Box 3157
Bloomington, IL 61702-3157

Rental Address: _____ **Parcel #** _____

Description of Premises: Single family: _____ Condo: _____ Duplex: _____ Multi-family: _____ # of units: _____

Complex: Building # _____	No. of Units _____	Complex: Building # _____	No. of Units _____
Complex: Building # _____	No. of Units _____	Complex: Building # _____	No. of Units _____
Complex: Building # _____	No. of Units _____	Complex: Building # _____	No. of Units _____
Complex: Building # _____	No. of Units _____	Complex: Building # _____	No. of Units _____

Legal Owner/s: Name: _____ Phone: _____
 Address: _____
Post Office Box does not suffice as an address
 City: _____ State: _____ Zip: _____

Authorized Mgr./Agent: Company Name: _____ Phone: _____
 Rep. Name: _____
 Address: _____
Post Office Box does not suffice as an address
 City: _____ State: _____ Zip: _____

Contract Buyer: Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Please furnish a copy of purchase contract.

Fees: \$30.00 per building or condominium.

Attach check made payable to City of Bloomington – Rental and send to: Planning and Code Enforcement
PO Box 3157
Bloomington, IL 61702-3157

I/We the undersigned hereby certify that:

1. The data submitted in this application is an accurate representation as of the date of the application and the registration statement shall serve as prima facie proof of the statements in any administrative enforcement or court proceeding instituted by the City against the owner or owners of the dwelling.
2. I/We understand that it is illegal to operate a rental unit, within the City of Bloomington, without a Certificate of Registration. I/We also understand that failure to comply or provide accurate information will result in legal actions and fines.
3. I/We understand by designating as authorized agent, I/we are consenting to service of any and all notices of code violations concerning the registered building and all process by service of the notice or process on the authorized agent.
4. I/We understand that I/we must file an amended registration statement within (10) business days of any changes in the registration statement.
5. I/We understand that I/we must contact PACE if the property is sold in the 2009 calendar year.

Signature: _____ Date: _____

Required – will be returned if not signed

