

BUILDING AND INSPECTIONAL SERVICES INSTRUCTIONS

ANNUAL RENTAL OCCUPANCE INSPECTION

1. Fill out application, attached; please ensure that the following information is included:
 - a. Property Address (including unit #, if applicable)
 - b. Owner's Name, Address, Telephone Number, and Email Address
 - c. Tenant's full name and number of people residing in property, per unit (if applicable)
 - d. Provide Copy of Owner's Driver License (attach copy to application)
 - e. Attach a copy of current Lease(s)
 - f. Property must be free of any violations/ticket prior to inspection
 - g. Attach copy of completion of the Crime Free Housing Course facilitated by the police, fire and planning departments.

2. Fees
 - a. \$150.00 fee, initial inspection
 - b. \$25.00 for additional units if inspected during the primary unit inspection
 - c. \$100.00 for all re-inspections
 - d. \$25.00 for additional units if reinspected during the primary unit reinspection
 - e. \$100.00 for each scheduled inspection where access is not permitted

3. Scheduling of Inspections: **ALL PAPERWORK FROM FIRST AND SECOND STEP MUST BE SUBMITTED PRIOR TO SCHEDULING INSPECTION, EXCEPT VACANT UNITS.**
 - a. Inspections should be completed prior to the expiration of the current certificate
 - b. An **ADULT** (18 years or older) must be present for the inspection
 - c. **ALL REPORTS FOR VACANT UNITS WILL BE COMPLETED AND MAILED OUT WITHIN TEN WORKING DAYS FROM THE DATE OF INSPECTION PENDING ALL PAPERWORK HAS BEEN SUBMITTED. SIGNING THE INSPECTION REQUEST FORM ACKNOWLEDGES THAT YOU UNDERSTAND THIS AND NO EXCEPTIONS CAN BE MADE.**

4. Correction of any Building/Property Maintenance Code Violations
 - a. All items must be correct and re-inspection conducted to verify compliance before the Inspector will ok unit(s) for occupancy.

THE TENANT AND THE OWNER MUST SIGN UP FOR WATER AND COMPLY WITH WATER DEPARTMENT PROCEDURES



CITY OF HARVEY
PLANNING DEPARTMENT
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5300 – PHONE

PLEASE ATTACH LEASE WITH THIS APPLICATION

Amount Due (see instruction sheet): _____ Property Owner: _____

Property Address: _____

OWNER INFORMATION

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ cell home other Email: _____

Type of Property: _____ Single Family _____ Townhouse _____ Duplex
_____ Condominium _____ Apartment Building _____ Owner occupied

Number of Dwelling Units. _____ Total Number of Occupants: _____

MANAGER/MANAGEMENT COMPANY OR OWERNERS DESIGNATED AGENT (if different from owner)

Property Management Firm: _____

Contact Person/Manager: _____

Address: (P.O. Box is not acceptable): _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

Emergency Contact: _____ Emergency Phone: _____

Notification needs to be submitted to the City of Harvey in writing if property is no longer a rental. Please indicate if property is being owner occupied or for sale.

If new Manager, Management Company, or key holder change, please fill out a new application so that we can update our data base.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and I understand my responsibilities:

Applicant Name (Printed/Typed)

Signature

Applicant's Title/Position

Date

PERMITS EXPIRE 1 YEAR AFTER ISSUANCE UNLESS TENANT CHANGES.



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CRIME FREE LEASE ADDENDUM
Keep Illegal Activity Off Rental Property

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, OWNER AND TENANT AGREE AS FOLLOWS: Tenant, any members of the tenant’s household or a guest or other persons affiliated with the tenant:

(Please Print)

Tenant Name: _____

Address: _____

1. Shall not engage in criminal activity, including drug related criminal activity, on or near the said premises. “Drug related criminal activity” means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C.802)).
2. Shall not engage in any act intended to facilitate criminal activity.
3. Shall not permit the dwelling unit to be used for, or to facilitate criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance at any location, whether on or near the dwelling unit premises.
5. Shall not engage in any illegal activity, including, but not limited to prostitution, criminal street gang activity, threatening or intimidating as prohibited in, assault as prohibited in, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent, or other tenant or involving imminent or actual serious property damage.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND JUST CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any of the provisions of the added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be just cause for immediate termination of the lease unless otherwise provided by law. Proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.
8. This **LEASE ADDENDUM** is incorporated into the lease executed or renewed this day between Owner and Tenant.

Tenant Signature: _____

Date: _____

Owner’s/Manager Signature: _____

Date: _____

Rental License Renewal - Checklist

BASIC FEE Commercial - \$300.00
Residential - \$150.00 includes one inspection
\$25.00 for each additional unit if inspected at the same time
\$100.00 for each additional reinspection
\$25.00 for each additional unit if reinspected at the same time
\$100.00 if no access at the time of the scheduled inspection

APPLICANT'S NAME: _____

ADDRESS: _____ PHONE: _____ EMAIL: _____

Note: Renewal applications are due on each one-year anniversary or when re-rented.

- 1. Complete Rental License Renewal Application.
A copy of the form and related paperwork is available at the Planning Department or online.
- 2. Bring application to Planning Department with the following information:
Copy of owner's driver's license
Name of tenant
- 3. Planning Department will calculate renewal fee and notify applicant.
- 4. Applicant is given a fee statement or invoice for the fee.
- 5. Applicant pays fees at the Water Department.
- 6. Applicant schedules an inspection with the Planning Department. Inspection date should be prior to current certificate expiration. An adult (18 years or older) shall be present for the inspection.
- 7. If inspection fails, go to the Planning Department to obtain a building permit.
- 8. A Crime Free Lease Addendum shall be signed by the tenant and landlord and submitted.
- 9. Proof of completion of the Crime Free course facilitated by the police, fire, and planning departments.
- 10. The owner and tenant shall sign up with the Water Department.
- 11. When work complete, applicant schedules a reinspection.

Applicant signature: _____ Date: _____

Note: The above information becomes part of the permit application and compliance is required.