



City of Highland

Department of Community Development
Building Division

November 8, 2010

City of Highland
Building & Zoning Department
2610 Plaza Dr
PO Box 218
Highland IL 62249

REF: LANDLORD REGISTRATION

Dear Property Owner;

On November 1, 2010 the Highland City Council passed Ordinance # 2441 thereby creating a Landlord Registration Program. Attached are a copy of the ordinance and the Landlord Registration Application.

Please complete the application, as appropriate, and return to the following address;

City of Highland
Building & Zoning Department
2610 Plaza Drive
PO Box 218
Highland IL 62249

Please retain the ordinance for your reference. If you have any questions regarding this program please contact us at (618) 654-7115 Monday-Friday, 8:00 AM to 4:30 PM.

Sincerely,
The Building & Zoning Staff
City of Highland



**CITY OF HIGHLAND, ILLINOIS
LANDLORD REGISTRATION APPLICATION**

(Please attach a separate sheet for each location)
(PLEASE PRINT)

1. NAME OF APPLICANT: _____
2. STREET ADDRESS: _____ MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ ALT. PHONE: _____
(PLEASE MARK ALL THAT APPLY)
 Owner Management Entity Rental Agent
3. LOCATION FOR WHICH APPLICATION IS MADE: _____
(Please attach a separate sheet for each location)
4. NUMBER OF UNITS _____
5. UNIT NAME _____
6. TYPE OF LEASE/LANDLORD AGREEMENT _____

IF APPLICATION IS SUBMITTED AS A CORPORATION, LLC, PARTNERSHIP, GROUP, Etc. COMPLETE SECTIONS 7 AND 8 BELOW. IF APPLICATION IS SUBMITTED AS AN INDIVIDUAL, PLEASE SKIP TO SECTION 9.

7. NAME OF ENTITY OR GROUP: _____
BUSINESS ENTITY NUMBER ASSIGNED BY THE SECRETARY OF STATE OF ILLINOIS: _____
8. PLEASE COMPLETE THE FOLLOWING INFORMATION FOR ALL OFFICERS, MANAGERS, MANAGING PARTNERS, REGISTERED AGENT, ETC. (Attach a separate sheet if necessary):
Title: _____
Name _____ Phone _____
Home Address _____ City _____ State _____
Zip _____
Title: _____
Name _____ Phone _____
Home Address _____ City _____ State _____
Zip _____
Title: _____
Name _____ Phone _____
Home Address _____ City _____ State _____
Zip _____

Title: _____

Name _____ Phone _____

Home Address _____ City _____ State _____

Zip _____

9. **Name and contact information of the person responsible for maintenance of the residential rental structure.**

Name _____ Phone _____

Home Address _____ City _____ State _____

Zip _____ Alt. Phone _____

10. **LANDLORD REGISTRATION APPLICATION FEE: NO CHARGE**

Registration to be completed within forty - five (45) days of purchasing/managing property. (Registration is valid from February 1st to January 31st).

11. I do hereby state that the above information is current and correct at the time of applying my signature.

Signature of Applicant**

Date

** Signature of applicant must be given in the presence of City Staff or notarized by a qualified notary public.

Notary Signature

Date

OFFICE USE ONLY

Date Received: _____ By: _____

City Utility Landlord # _____

Landlord Registration Number Assigned _____

Processed Date: _____

ORDINANCE NO. 2441

**AN ORDINANCE CREATING
A LANDLORD REGISTRATION PROGRAM
IN THE CITY OF HIGHLAND, MADISON COUNTY, ILLINOIS**

WHEREAS, the City Council has determined that the owners of all residential rental structures within the corporate limits of the City of Highland should be required to register those structures by filing an Application for Registration with the Building & Zoning Department of the City of Highland, Illinois;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. Chapter 33, "Licenses and Business Regulations," of the *Code of Ordinances, City of Highland, Illinois*, is amended by adding thereto "Article VI. Landlord Registration," which Article VI shall read as follows:

"Article VI. Landlord Registration

Sec. 33-188. Definition. A "residential rental structure," for the purpose of applying this Article VI of Chapter 33 of the *Code of Ordinances, City of Highland, Illinois*, is any apartment, rooming house, dwelling, multi-use dwelling structure (excluding hotels and motels) – and any mobile home – located within the corporate limits of the City of Highland that the owner thereof rents, either entirely or in part, to another person for occupancy as a residence.

Sec. 33-189. Registration required. It shall be unlawful for an owner of a residential rental structure to rent that residential rental structure, either entirely or in part, to another person for occupancy as a residence, unless the owner shall have registered the residential rental structure with the City of Highland on or before January 1, 2011.

Sec. 33-190. Application. The owner of a residential rental structure shall register the residential rental structure with the City of Highland by completing (on forms supplied by the City of Highland) a written Application for Registration, and filing the Application for Registration with the Building and Zoning Department of the City of Highland. The

Application for Registration shall state, concerning the residential rental structure, (i) its address, (ii) a description of the structure, (iii) the number of rental units in the structure, and (iv) the name, mailing address, and telephone number of each owner of the structure. If an owner is a business entity that has its own separate legal existence, rather than a natural person, then the Application shall provide the name, phone number and address of a natural person that is the controlling individual of that entity – in no event shall compliance consist of the name of another company or non-natural persons and the Application for Registration shall also state the name, mailing address, and telephone number of the person responsible for the maintenance of the residential rental structure.

Sec. 33-191. *Duration of Registration.* Registration shall be required only once for each residential rental structure unless (i) all or part of the ownership of the residential rental structure changes, or (ii) the number of rental units in the residential rental structure changes. If either such change occurs, the then owners of the residential rental structure shall, within forty five (45) days of the change, file a new Application for Registration with the Building and Zoning Department of the City of Highland.

Sec. 33-192. *Registration Not Assignable.* The registration of a residential rental structure is not assignable. If a residential rental structure is sold or the ownership of the complete fee simple interest in the residential rental structure otherwise changes, the new owner or owners thereof shall complete an Application for Registration concerning the residential rental structure and shall file the Application for Registration with the Building and Zoning Department of the City of Highland.

Sec. 33-193. *No fee.* No fee shall be charged by the City of Highland for the filing, by the owner or owners of a residential rental structure, of an Application for Registration.

Sec. 33-194. *Penalty.* Failure to comply with the requirements of this ordinance will result in a citation for a city ordinance violation and a notice to appear in court being issued. City Ordinance violation fines range from fifty (\$50.00) dollars to seven hundred and fifty (\$750.00) dollars per day.

Section 3. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the 1st day of November, 2010, the roll call vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES: Schwarz, Bardill, Bellm, Zobrist

NOES: None



APPROVED:

Joseph R. Michaelis
Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois