



# PROPERTY REGISTRATION FORM

(Please print legibly or type)

FEE -\*\* \$ \_\_\_\_\_

Date: \_\_\_\_\_

### Property Information

Parcel No.: \_\_\_\_\_ # Dwelling Units: \_\_\_\_\_ Ward#: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

Address of Property: \_\_\_\_\_

### Owner Information

Name of Legal Property Owner(s)\*: \_\_\_\_\_

\*All persons listed on title of property must be included on this form.

Property Owner Address: \_\_\_\_\_  
(P.O. Box Not Acceptable)

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If property is held in Trust, attach names of all beneficial interest holders pursuant to requirements of State Statutes.

**Local Agent:** If you live out of state, you must list a local Agent responsible for the daily operations of the non-owner occupied/rental premises. The agent accepts property maintenance and notice/service responsibility. Agent may be required to attend administrative hearings and may be responsible for fines assessed for non-compliance of property maintenance or crime free housing ordinances.

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(P.O. Box Not Acceptable)

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

I the undersigned, hereby certify that:

1. The information submitted in this application is an accurate representation of the facts on the date of the application;
2. The registration/license fee does not constitute official licensing until compliance with all the provisions of the Property Maintenance Code has been verified through inspection.

Owner\*  
Signature: \_\_\_\_\_

Agent  
Signature: \_\_\_\_\_

\*It is the responsibility of the owner to notify this office within 3 business days of a change in ownership, agent, or contact information.

Do Not Write Below This Line

Fee Amount Due: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Fee Enclosed: \_\_\_\_\_ Control #: \_\_\_\_\_ Lic# \_\_\_\_\_



# City of Aurora

---

Law Department . 44 East Downer Place . Aurora, Illinois 60507-2067  
Phone (630) 256-3060 Facsimile (630) 256-3069

Corporation Counsel:  
Alayne M. Weingartz

Assistant Corporation Counsel:  
John C. Banbury

## CORPORATION COUNSEL OPINION

### LANDLORD/AGENT PROPERTY LICENSING ISSUES

The Landlord-Tenant lease provisions in Chapter 12, Section 12-400 *et seq.* do require every Landlord, including "a representative acting on the owner's behalf" to conduct criminal background checks on all prospective tenants by a reputable agency, and to incorporate into all leases or rental agreements the provisions set forth in Section 12-403.

The licensing provisions in Chapter 12, Section 12-112.0 *et seq.* require a license in order to operate rental property, with certain specified exceptions, in the City of Aurora and specifically further requires that in order to obtain such a license to rent property, the "owner or the owner's local representative on behalf of the owner" must have "successfully completed the mandatory crime-free housing seminar administered by the Aurora police department, or another approved program, prior to the issuance of the license."

The City Council recognized that occasionally property owners do not reside in the City of Aurora and therefore do not manage their rental properties on a day-to-day basis. In recognition of those circumstances, the City Council provided that the agent or local representative on behalf of a Landlord could be the appropriate party to conduct the criminal background checks required, and to complete the crime-free housing seminar, since that person would be the party with the responsibility of operating the rental premises on a daily basis.

It is therefore **NOT** the intention of the City Council that Landlords may hire out their responsibilities to just any person or "agent" in order to fulfill their legal requirement of attending the crime-free housing seminar, or conducting the criminal background checks required, when said "agent" is not the party with the daily responsibility of operating the rental premises. **It is mandatory that either the owner/Landlord, or the local representative of the Landlord who is responsible for the daily operation of the rental premises, shall be the party to fulfill the above recited statutory requirements. It shall be a violation of the City of Aurora Code of Ordinances for any other person to attempt to act on the Landlord's behalf in this regard, and such violations will be prosecuted and fined according to the Code.**