

THE VILLAGE OF  
**FRANKLIN PARK**

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790

## **MULTIPLE DWELLING REGISTRATION PACKET**

### **BUILDINGS THAT MUST BE REGISTERED**

Pursuant to the Village Code Of Franklin Park, any dwelling structure containing three (3) or more dwelling units therein, shall constitute a rental multi-family dwelling structure only if such structure holds a current, un revoked certificate of Compliance issued by the Village.

### **TIME FOR REGISTRATION**

Every certificate of compliance shall be issued for a period of one (1) year from its date of issuance unless sooner revoked, and may be removed for successive annual periods. Initial application shall be filed within thirty (30) days of receipt of application or May 1 of the current year.

### **REGISTRATION FEE**

The annual registration fee for operating licenses for multi-family dwellings shall be twenty-five dollars (\$25.00) per unit. Annual inspection fee of twenty-five dollars (\$25.00) per unit and re-inspection fee of fifty dollars (\$50.00) per re-inspection after first re-inspection performed.

### **RECEIPT OF REGISTRATION**

Upon registration and the payment of the fee, if applicable, the department will issue a receipt of payment, which will be mailed to the address of the authorized agent for notice and service of process unless you attach instructions to the contrary.

### **ISSUANCE OF CERTIFICATE OF COMPLIANCE**

No such certificate shall be issued unless the multi-family dwelling structure in connection with which the certificate is sought is forward after inspection by the Building Official to meet all requirements of the Village Code and application rules and regulations pursuant thereto. Each applicant shall be notified by the Building Official in advance of the date and time of such inspection.

### **NOTICE OF VIOLATIONS**

Whenever, upon inspection of the multi-family dwelling, the Building Official finds that conditions or practices exist which are in violation of the Village Code or any applicable rules and regulations, the Building Official shall serve the owner or operator with notice of such violation or violations. Such notice shall state that unless the violations cited are corrected within a reasonable time of not less than seven (7) days, except for emergency situations, the certificate of registration may be suspended.

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**APPEAL**

Any person whose certificate of registration is suspended pursuant to a supervision order shall be entitled to a hearing on the suspension action by filing with the Village Clerk, a written request for a hearing before Franklin Park Board of Appeals within five (5) business days following the receipt of the suspension order.

**PENALTIES**

The ordinance provides that each day any owner, or landlord, or person, firm or corporation violates, neglects, or refuses to comply with, or who resists or opposes any of the provisions of the multi-family registration requirements or certificate of housing inspection shall be fined not less than fifty (\$50.00) dollars, nor more than five hundred (\$500.00) dollars for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

**AMENDED REGISTRATIONS**

It is unlawful for the owner, landlord of any multi-family rental structure to contract for the sale of said structure, or to lease a dwelling unit contained there in without having first tendered to the buyer or lease, a Certificate of House Inspection of the subject property made within one (1) month before the date of the conveyance or lease of the subject property.

**CONFIDENTIALITY**

Registration information is gathered for use in code enforcement proceedings and is not available to the public except for the name of the building's managing agent and whether the building is registered.

**INSTRUCTION FOR COMPLETING FORM**

Completely fill out each section of the "Application for Multiple Dwelling Registration Application" form. (**NOTE:** P.O. Boxes are not allowed as owner address.) This application is a legal document. Please type or print in ink. For future information call (847) 671-8312.

**MAIL COMPLETED FORM AND PAYMENT TO:**

**VILLAGE OF FRANKLIN PARK**

**ATTN: MULTIPLE DWELLING REGISTRATION**

**9500 BELMONT AVENUE**

**FRANKLIN PARK, IL 60131**

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**APPLICATION FOR MULTIPLE DWELLING REGISTRATION**

Valid May 1<sup>st</sup> to April 30<sup>th</sup>

\*\*\* Must be renewed every May 1<sup>st</sup> Annually \*\*\*  
(MUST BE FILLED OUT COMPLETELY)

Correct Address of Building: \_\_\_\_\_

Number of units in the building: \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

Building Owner's name: \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

Owners' Telephone Number: HOME \_\_\_\_\_

WORK \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Name of managing agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: HOME \_\_\_\_\_

WORK \_\_\_\_\_

Name of mortgage holder: \_\_\_\_\_

Address: \_\_\_\_\_

**(APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE SUBMITTING)**

I hereby certify that the statements contained on this application form are true to the best of my knowledge and belief. Owner is required to notify this office in writing with any change of address, phone number or ownership. Required to renew annually.

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

**OFFICE USE ONLY:**

Date submitted: \_\_\_\_\_ Fees computed: \_\_\_\_\_ x 25.00= \_\_\_\_\_  
(Number of Units) (Fee Owed)

Scheduled appointment for: \_\_\_\_\_  
(Date and Time)