



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 1st to April 30th

*** Must be renewed every May 1st 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)