



2024 RENTAL REGISTRATION FORM
 (Effective 01/01/2024 – 12/31/2024)

Rec'd Date: _____
Check #: _____
Amt pd: _____
Business License #: _____

Date: _____	<input type="checkbox"/> Initial Registration	<input type="checkbox"/> Annual Registration	<input type="checkbox"/> DeRegister
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24 HOUR EMERGENCY

Contact Name:	_____
Contact Number:	_____

RESIDENTIAL UNIT INFORMATION

Property Address (include unit # if applicable)	_____	# of units within the building	_____
# of Sleeping Rooms	_____	# of Occupants	_____
MULTIFAMILY BUILDINGS – DOES THE BUILDING HAVE A SPRINKLER SYSTEM?			<input type="checkbox"/> YES <input type="checkbox"/> NO

OWNER(S) INFORMATION

Owner Information (put additional Owner Information on separate sheet if applicable)

Owner Name(s)	_____		
Mailing Address:	_____		
Contact #:	_____	Email:	_____

TENANT(S) INFORMATION (put additional tenant and unit #'s on separate sheet)

Unit #	Name	Contact #	_____
Unit #	Name	Contact #	_____
Unit #	Name	Contact #	_____

Name of Management Company (and/or Registered Agent if corporation or trust):

Company Name:	_____		
Agent or Contact:	_____		
Mailing Address:	_____		
Contact #:	_____	Email:	_____

Name of Mortgage Holder (if applicable)

Contact Name:	_____		
Mailing Address:	_____		
Contact #:	_____	Email:	_____

Name of Buyer (if Contract for Deed attach copy of Recorded Deed)

Contact Name:	_____		
Mailing Address:	_____		
Contact #:	_____	Email:	_____

Terms of Rental Registration Program

By signing this form the Owner and Local Agent (if applicable) agree to comply with the following terms. Failure to adhere to these terms and others outlined in the adopting Ordinance may result in violation of the Rental Registration and Inspection Ordinance.

- No owner shall be allowed to register any property if the owner has outstanding fees/fines due to the city.
- Any changes occurring in ownership of a rental unit shall require a deregistration to adjust our records.
- Rental properties shall be registered within 30 days of taking ownership.
- No rental unit can be rented or leased or offered for rent or lease in a manner which would result in violation of the occupancy limit permitted by the City of Edwardsville Zoning Ordinance.
- Interior and exterior of each rental property shall be periodically inspected by the city under provisions established by the adopting Ordinance. Inspections shall be requested prior to occupancy.
- The owner acknowledges responsibility to provide and install properly working smoke detectors in each sleeping room, within 15 foot of each sleeping room, and on each level of the unit. Carbon monoxide detectors shall be located within 15 foot of each sleeping room and on each level of the unit.
- ***Multifamily buildings that have a sprinkler system – annual inspection reports must be submitted.
- I have reviewed the Inspection Checklist on the City’s website at www.cityofedwardsville.com/rental and will ensure my unit(s) meet the requirements.
- City Utility Bills: Section 118-98(a) of the City’s Codified Ordinances states that the occupant shall be primarily responsible for payment for utility service (water, sewer, and trash) at such premises; however, the owner of the premises shall be responsible for payment for the service if the occupant fails to pay.

Owner’s Signature

Agent’s Signature

Failure to sign the above acknowledgment signifies an incomplete Registration Form and shall be subject to a Late Registration Fee if received past January 31, 2024 and an Ordinance Violation through the City of Edwardsville’s Municipal Court.

PAYMENT OF ALL FEES DUE AT TIME OF REGISTRATION

Rental Registration and Inspection Fee Schedule

Structure	Annual Fee
Single Family or Mobile Home – per building	\$40.00
Duplexes – per building (\$30.00/unit)	\$60.00
Multi-family (3+ units) - (\$25.00/unit)	\$25.00
Late Registration	\$75.00
1 st Re-Inspection	Free
Subsequent Re-inspection(s)	\$75.00

Please return this form with payment to:
 City of Edwardsville
 118 Hillsboro Avenue
 Edwardsville, IL 62025
 c/o: Rental Registration
 Email:
rentalregistration@cityofedwardsville.com
 Questions: 618-692-2331
 Website: www.cityofedwardsville.com/rental

DEREGISTER RENTAL PROPERTY:

REASON TO DEREGISTER:

- Owner Occupied
- Property Sold

Signature of Owner for Deregistration.

Owner’s Signature