



**2023 RENTAL REGISTRATION FORM**  
 (Effective 01/01/2023 – 12/31/2023)

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

Date: <input type="text"/> Click or tap to enter a date.	<input type="checkbox"/> Initial Registration	<input type="checkbox"/> Annual Registration	<input type="checkbox"/> DeRegister
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**24 HOUR EMERGENCY**

<b>Contact Name:</b>	<input type="text"/>
<b>Contact Number:</b>	<input type="text"/>

**RESIDENTIAL UNIT INFORMATION**

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

**OWNER(S) INFORMATION**

<b>Owner Information (put additional Owner Information on separate sheet if applicable)</b>			
Owner Name(s)	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Contact #:	<input type="text"/>	Email:	<input type="text"/>

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

Unit #	<input type="text"/>	Name	<input type="text"/>	Contact #	<input type="text"/>
Unit #	<input type="text"/>	Name	<input type="text"/>	Contact #	<input type="text"/>
Unit #	<input type="text"/>	Name	<input type="text"/>	Contact #	<input type="text"/>

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

Company Name:	<input type="text"/>		
Agent or Contact:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Contact #:	<input type="text"/>	Email:	<input type="text"/>

**Name of Mortgage Holder (if applicable)**

Contact Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Contact #:	<input type="text"/>	Email:	<input type="text"/>

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

Contact Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Contact #:	<input type="text"/>	Email:	<input type="text"/>

**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](http://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, 2023 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**

<b>Structure</b>	<b>Annual Fee</b>
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 <sup>st</sup> 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](mailto:rentalregistration@cityofedwardsville.com)  
 Questions: 618-692-2331  
 Website: [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental)

**DEREGISTER RENTAL PROPERTY:**

REASON TO DEREGISTER:

- Owner Occupied
- Property Sold

Owner’s Signature: \_\_\_\_\_