

# RENTAL REGISTRATION RENEWAL 2023



**RENTAL REGISTRATION RENEWALS FOR 2023 WILL BE MAILED  
THE WEEK OF NOVEMBER 14, 2022**

**RENTAL REGISTRATION RENEWAL DUE DATE:**

January 1<sup>st</sup> annually.

**LATE REGISTRATION:**

All incomplete Registrations or Registrations received after  
January 31, 2023 will be charged a \$75.00 late fee per unit.

## **WHEN YOU RECEIVE THE 2023 RENTAL REGISTRATION RENEWAL FORM:**

- ✓ Verify that the information on the Registration Renewal is correct – if not, make corrections on the form.
- ✓ Complete the Tenant Information.
- ✓ Read and Sign the acknowledgment on the back of the Registration Renewal Form.
- ✓ Include Payment. Multiple properties can be mailed together with a check for the total amount due.
- ✓ Mail or use the payment drop box at:  
City of Edwardsville - 118 Hillsboro Avenue - Edwardsville, IL 62025 - Attn: Rental Registration
- ✓ If you have any questions, please call 618-692-2331 or email [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com)

**IF YOU MISPLACE THE REGISTRATION FORM OR HAVE ADDITIONAL PROPERTIES** you can complete an online application at [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental) or Print and complete a **Rental Registration Form** from the website.



**IF YOU NO LONGER OWN RENTAL PROPERTY** complete a **Deregistration Form** online at [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental) or email [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com) and provide the property address, owner, and reason to deregister. We will update our records and you may avoid late fees for non-compliance.

## **RENTAL INSPECTIONS:**

We prefer that you schedule a Rental Inspection prior to new occupants moving in. You can schedule an inspection by contacting our office at 618-692-2331 or email [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com). We can typically perform a same day inspection.



A copy of the **Rental Inspection Checklist** and **What to Expect During an Inspection** is available online at [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental).

**WHERE CAN YOU FIND A COPY OF THE RENTAL ORDINANCE:**  
**Rental Registration and Inspection Ordinance**

