

# Village of Wind Point Landlord Registration Form



Per Sec. 6-213 of the Village of Wind Point Municipal Code, "It shall be unlawful for any individual, partnership, corporation or other for-profit entity to rent residential units within the Village of Wind Point without being registered for that purpose..." Further, "A premises shall be considered rented if any funds are paid by a resident to another party for the right to reside at the property."

To register, please complete this form and submit it to the Village Office, along with the \$10.00 registration fee. The registration fee is waived for all registration forms received or postmarked before January 1, 2017. A separate form and fee is required for each rental property. Please note your registration is effective for a period of two years and then it must be renewed. If there is a change in contact information during the registration period, the owner must notify the Village within 15 days of the change.

## REGISTRATION TYPE

Please check one below:

- Initial Registration
- Renewal Registration
- Update to Contact Information (due within 15 days of change)

## RENTAL PROPERTY INFORMATION

Address of Rental Property: \_\_\_\_\_

Owner Last Name: \_\_\_\_\_ Owner First Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

## PRIMARY CONTACT (IF DIFFERENT THAN OWNER)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

## OWNER SIGNATURE

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that any changes to the contact information of me or the primary contact (if applicable) must be reported to the Village Clerk within 15 days of the change. I understand this registration is valid for a two-year period.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE FILED: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ RECEIPTED BY: \_\_\_\_\_  
REGISTRATION VALID DATES: \_\_\_\_\_