



147 South Michigan Avenue ♦ Bradley, Illinois 60915
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ www.bradleyil.org

Re: Landlord Registration Notice

Dear Property Owner,

Please be advised that pursuant to Section 10-392 of the Bradley Code of Ordinances, all residential rental properties shall be registered. Section 10-393 further states an owner shall be required to register all the owner's residential rental premises one time for each required registration period and not for each individual residential rental premises. In other words, registration each year is per *owner* regardless of the number of properties.

Village of Bradley records indicate you are the owner of residential rental premise(s) within the Village and that the registration requirements are applicable to you for one or more properties. In order to assist you in complying with these requirements, we have enclosed the "Landlord Registration Form" for you to complete and submit with your \$25 annual registration fee. All sections of this form shall be completed. If any section is not applicable to you, please indicate as such in that section on the form.

You should return your form and fees within 30 days of this notice either by mail or in person at the above address. Payment should be made by check, debit, or credit card. Return Forms and make Payment at Community Development 111 N. Michigan Ave. Bradley, IL. 60915
Monday - Friday 8:00 am - 4:30 pm

If you believe you have received this notice in error, please contact us so we may review and update information to keep our records current.

Please call 815-936-5124 with any questions or email registration@bradleyil.org

Respectfully,

Bruce Page
Director of Community Development

Enclosure: Village of Bradley Landlord Registration Form Version 2023



Village of Bradley Landlord Registration Form
111 N. Michigan Ave, Bradley, IL 60915
Telephone 815-936-5124
Annual \$25.00 registration fee

Date received:

Please complete the following as applies to your rental property ownership:

DO NOT RETURN BLANK FORM

WHO OWNS THE PROPERTY?

Owner's Name: _____, Contact Person: _____
Address: _____, City: _____, State: _____, Zip: _____
Phone _____, E-Mail: _____

DOES THE PROPERTY HAVE A MANAGER OR AGENT?

Property Manager: _____, Contact Person: _____
Address: _____, City: _____, State: _____, Zip: _____
Phone _____, E-Mail: _____

IS THE OWNER ORGANIZED AS A TRUST, CORPORATION OR LLC?

Trust/Corp/LLC: _____, Registered Agent: _____
Address: _____, City: _____, State: _____, Zip: _____
Phone _____, E-Mail: _____

WHO IS MORTGAGE HOLDER ON THE PROPERTY?

Financial Institution: _____, Contact Person: _____
Address: _____, City: _____, State: _____, Zip: _____
Phone _____, E-Mail: _____

24 HOUR EMERGENCY CONTACT/KEY-HOLDER

Name: _____, Phone: _____
Name: _____, Phone: _____

Mail Renewal To:

Name: _____, Attn: _____
Mailing Address: _____, City: _____, State: _____, Zip: _____

LANDLORD REGISTRATION MUST BE COMPLETED ANNUALLY

List Information for ALL Residential Rental Property you own in Bradley:
DO NOT RETURN BLANK FORM

Full Address:
(example 111 N. Michigan Ave.)

R.E. Tax PIN #:
17-09-00-123-456

Buildings/Units:
1 building, 4 units)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

> List additional properties on separate page <

Signature: _____, Printed Name: _____, Date: _____

PLEASE list any properties sold since last registration on separate page. Include name & address of buyer.