



Michael T. Johnston
Chief of Police

147 S. Michigan Avenue
Bradley, IL 60915
Office: 815.936.5115
mtjohnston@bradleyil.org

2019

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. New registration is due at time of purchase. Renewal is due on or before May 1 each year. 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. If more space is needed, a Supplement Form is available and will be sent to you upon request for any additional properties to be listed.

Return your completed two-sided form and \$25 annual registration fee **within 30 days of this notice** by mail to the above address, attention Landlord Registration. You may also pay in person in the Main Office at 147 S. Michigan Avenue, Monday through Friday from 8:00 a.m. until 4:30 p.m. Checks payments should be payable to Village of Bradley.

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 contact Gail Schultz at 815-936-5104 with any questions or email gaschultz@bradleyil.org

Thank you in advance for your cooperation.

Respectfully,

Michael T. Johnston
Chief of Police

Enclosure



Village of Bradley Landlord Registration Form

147 S. Michigan Ave, Bradley, IL 60915

Telephone 815-936-5104

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 _____ ST ____ Zip _____

LANDLORD REGISTRATION SHALL BE COMPLETED ANNUALLY

DO NOT RETURN BLANK FORM

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 <

Sign _____ Print _____ Date _____

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