



COMMERCIAL RENTAL LICENSE APPLICATION

Date: \_\_\_\_\_

Account # \_\_\_\_\_

FEE: \$120.00 Per Rental Property

Village Ordinance Information: For any commercial properties, per the Village of Schaumburg Code of Ordinance, Title 9, Chapter 123, Section 01, "Any owner of a building or structure which is not used for residential or housing purposes and who rents or leases any portion of the building or structure to another person, business, corporation or entity for any fixed period of time shall be deemed to be engaged in the business of renting non-residential property and shall obtain a license from the village for such activities."

PROPERTY Address: \_\_\_\_\_

Type of Property:

- Shopping Center, Office Complex, Industrial Complex, Single Unit
Shopping Center Name: \_\_\_\_\_
Office Complex Name: \_\_\_\_\_
Industrial Complex Name: \_\_\_\_\_
Property Business Name: \_\_\_\_\_

PROPERTY OWNER INFORMATION:

Property Owner Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MANAGEMENT COMPANY INFORMATION (If applicable):

Company Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

TENANT INFORMATION:

Tenant Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

\*\*\*\*(If additional tenants; please attach names on separate sheet)\*\*\*

\*\*\*\*\*COMMERCIAL LICENSES AND ANNUAL RENEWALS WILL BE EMAILED TO THE CONTACT NAMED BELOW \*\*\*\*\*

Indicate Responsible Billing Party: \_\_\_\_\_ Property Owner \_\_\_\_\_ Management Company)

Name of Billing Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_

Questions: Please contact Suzanne Davies at 847.923.4538 or email sdavies@schaumburg.com. or call Laurie Rini at 847.923.4546.

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required. It is the responsibility of the license holder to submit a new application if there are any changes to the information on this form.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_