



# *Village of Bradley*

## Building Standards Department

Don Pallissard  
Building Director

111 N Michigan • Bradley, IL 60915 • 815-933-5008 • Fax 815-933-5068  
[www.bradleyil.org](http://www.bradleyil.org) • E-mail: [buildingstandards@bradleyil.org](mailto:buildingstandards@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. 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.

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. Bradley office hours are Monday through Friday from 8:00 a.m. until 4:30 p.m. Building office is closed for lunch from 12-1 p.m. although Main Office at 147 S. Michigan Avenue is open through the lunch hour and can also accept cash payments.

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 815-936-5104 with any questions or email [gaschultz@bradleyil.org](mailto:gaschultz@bradleyil.org)

Thank you in advance for your cooperation.

Respectfully,

Gail Schultz  
Department of Building Standards  
Village of Bradley

Enclosure



**Village of Bradley Landlord Registration Form**  
 111 N. Michigan Ave, Bradley, IL 60915  
 Telephone 815-933-5008 FAX 815-933-5068  
**Annual \$25.00 registration fee**

Date received
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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.\*\*\***