



Rental Housing License Form

City Clerk's Office
309-345-3612
aslagel@ci.galesburg.il.us

You are receiving this notice because the property appears to not be owner occupied. Properties not owner occupied, must be registered as rentals. If you feel like you received this document in error, please contact our office.

Landlord: Address		Amount Due:	\$
Telephone (Day):		Rental Address:	
Telephone (Night):		Unit(s):	
Agent:		*HUD Unit:	
Email Address:			*If your tenant is receiving assistance from Knox County Housing, please attach form.

*Landlords residing outside of Knox County must designate an agent who lives or works in Knox County to act on their behalf.

Unit #	Tenant Name

- Failure to respond to this letter will result in an adjudication hearing.
- Family does NOT exclude the owner from owing the rental fees.
- Any rental unit not previously registered or licensed with the City of Galesburg shall not be rented or allowed to be occupied without first having an inspection which meets minimum standards for the rental unit. The City will inspect the new rental unit within 10 business days of initial contact by the prospective landlord.
- Any units that will be vacant for the entirety of the annual license cycle may be exempt from registration. Any landlord attempting to exempt their property shall be required to submit a sworn statement affirming such fact.
- I hereby affirm that the information as provided in this application is true to the best of my knowledge and hereby acknowledge that any knowingly false statements can subject the undersigned to penalties under City Code.

Signature

Date

Mail completed form(s) and payment to:
City of Galesburg
City Clerk's Office, P.O. Box 1387
Galesburg, IL 61402-1387

Your check payment may or will be processed as an electronic fund transfer. Your original check will not be returned by your financial institution. Funds may be debited from your bank account on the same day the payment is received.

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