

City of Galesburg  
 Office of the City Clerk  
 55 West Tompkins Street  
 Galesburg, Illinois 61401  
 Phone (309) 345-3612



# Rental Housing License Form

<b>Landlord:</b> Address		<b>Amount Due:</b>	
<b>Telephone (Day):</b>		<b>Rental Address:</b>	
<b>Telephone (Night):</b>		<b>Unit(s):</b>	
<b>Agent:</b>		<b>HUD Unit:</b>	
<b>Email Address:</b>			*must attach HUD inspection form

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

- 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 a fact.
- If more room is needed, please use the back of this form.

Unit #	Tenant Name

- For information on the City's Rental Housing Licensing Program visit [www.ci.galesburg.il.us](http://www.ci.galesburg.il.us)
- 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 the 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.