

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



2018-2019 Rental Housing License

Landlord: <i>Business address, if applicable</i>		Amount Due by May 31, 2019: <i>\$10 late fee beginning June 1st for each unit</i>	\$15 per unit
Business Name:		Rental Address:	
Contact Number:		# of Unit(s):	
Agent*:		HUD Unit*:	
Email Address:	*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.

Unit #	Tenant Name

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

For information on the City's Rental Housing Licensing Program visit 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. Failure to comply with this registration could result in an Administrative Court hearing.

Signature _____ Date _____

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

Galesburg, IL 61402-1387

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