

RESIDENTIAL PROPERTY REGISTRATION

Required registration document for any residential non-owner occupied property
Must be renewed annually by August 31 (late penalties enforced)

City of Aurora

Development Services Department
 Division of Property Standards
 77 S Broadway
 Aurora, IL 60505



LICENSE #: _____

FEES: _____

Submittal Date: _____

Online Portal: <https://auro-trk.aspgov.com/etrakit/>

Phone: 630.256.3770

Website: www.aurora-il.org

Property Address: _____ Number of Units: _____

Is the Owner a City of Aurora Employee: Yes NoWho is Primary Contact for Email Notifications: Owner Agent**LEGAL OWNER (PO Boxes Not Accepted)**

Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Email: _____

AGENT / PROPERTY MANAGER (Req'd if owner is outside 30 mile radius)

Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Email: _____

LANDLORD TRAINING REQUIREMENTHas either party listed above attended the Aurora Crime Free Multi-Housing Seminar: Yes No*(If No, it is required that the Owner, Agent or Property Manager attend the City of Aurora's Crime Free Multi-Housing Seminar)**(We will not accept certification from other municipalities)*

If yes please include name and date of attendance: _____

*(Name of Attendee)**(Date Attended)***OCCUPANCY STATUS ACKNOWLEDGEMENT**

Please select the type of occupancy for this property:

 Rental Immediate Family - If so, is there a monetary exchange: Yes No

Name of Occupant: _____ Relationship to Owner: _____

(Exemption for fee and interior inspection only applies to single family. If three or more violations are cited, all exemptions are revoked) Vacant - If so, provide date of vacancy: _____Are all occupants related: Yes No

If no, how many are unrelated: _____

*(4 or more unrelated occupants is considered a Lodging House see the [Lodging House Ordinance](#) for additional information)***SPECIFIC REQUIREMENTS FOR OWNER OCCUPIED**

If the property is owner occupied, please provide the following documentation:

- Nicor Bill (with attached return address stub)
- ComEd Bill (with attached return address stub)
- Government issued photo identification

LEASE ADDENDUM AND BACKGROUND CHECKS

A City of Aurora Landlord / Tenant Lease Addendum must be provided including but not limited to: registration, renewal, inspection, occupancy change, etc.

A State or National Criminal Background Check must be provided at time of inspections for all tenants eighteen (18) years of age and older.

AUTHORIZATION AND CERTIFICATION

We, the undersigned, hereby certify and understand that:

- The registration/license fee does not constitute official licensing until compliance with all the provisions of the Property verified through inspection by authorized personnel.
- We the undersigned, hereby certify and understand that the above statements and information are correct and true and that any made herein may result in the imposition of penalties and/or administrative proceedings.
- We authorize our agent to act on our behalf as our registered agent.
- If at anytime the above occupancy changes the City of Aurora Development Services Department must be notified within ten (10) business days, failure to do so will result in a fine of up to \$500 in addition to applicable license fee.

Name: _____ Signature: _____ Date: _____