

RESIDENTIAL PROPERTY REGISTRATION

Required registration document for any residential non-owner occupied property

Must be renewed annually by August 31 (late penalties enforced)

(THIS AREA FOR OFFICE USE ONLY)

City of Aurora

Development Services Department

Division of Property Standards

77 S Broadway

Aurora, IL 60505



LICENSE #: _____

FEES: _____

Submittal Date: _____

Email: pssc@aurora.il.us

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 No

Who is Primary Contact for Email Notifications: Owner Agent

LEGAL OWNER (PO Boxes Not Accepted)

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

Name: _____
Address: _____
City, State, Zip: _____
Contact Name: _____
Phone: _____
Email: _____

Name: _____
Address: _____
City, State, Zip: _____
Contact Name: _____
Phone: _____
Email: _____

HOMEOWNER ASSOCIATION

Association: _____

Contact Name: _____

Address: _____

Phone: _____

City, State, Zip: _____

Email: _____

LANDLORD TRAINING REQUIREMENT

Has either party (owner/agent/property manager) 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 intended for this property:

Rental -If so, will this be short term rental (Airbnb): Yes No

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)

Owner Occupied -Please provide all the following documentation:

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

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)

INTERIOR INSPECTION

Preferred Inspection Day: Mon Tues Wed Thur Fri Preferred Inspection Time: AM PM

Preferred day/time will be taken into consideration when scheduling but is not guaranteed.

RENTAL LICENSING PROGRAM

All non-owner-occupied & multi-unit properties are required to be registered in the City of Aurora's Rental Licensing Program.

The License year runs from 09/01-08/31 of each year. Rental registration is due to be renewed by 08/31 every year.

Requirements of this program include ALL the following:

- Landlord Training Class (Aurora's Crime Free Multi-Housing Seminar)
- City of Aurora Landlord /Tenant Lease Addendum
 - must be provided including but not limited to each: registration, renewal, inspection, occupancy change, etc.
- State or National Criminal Background Check
 - must be provided at time of inspections for all tenants eighteen (18) years of age and older.
 - Please refrain from uploading or mailing in copies of Criminal Background Check information as it will be shredded or deleted. The City of Aurora cannot maintain copies of Criminal Background Check information due to the personal information.*
- Annual Interior & Exterior Inspection
 - Upon approval a waiver of reinspection may be awarded up to 2 years. In order to better prepare for your Inspection, please refer to our [Pre-Inspection Checklist](#).

Upon completion/approval of all these requirements a Rental License would be issued expiring 08/31.

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: _____

ONLINE RESOURCES

- Lease Addendum, Criminal Background Screening information, & additional rental information is available at:
<https://www.aurora-il.org/1178/Property-Standards>
- Pre-Inspection Checklist available online at:
<https://www.aurora-il.org/DocumentCenter/View/10323/PRE-INSPECTION-GUIDE?bidId=>
- Please use our eTRAKiT Online Portal at: <https://auro-trk.aspgov.com/etrakit/>
 - Should you have difficulty using the online portal, please email us for assistance at: [pscscs@aurora.il.us](mailto:pscs@aurora.il.us)
 - Below you have a quick how-to on linking your registration online:
 1. Setup your online profile.
 2. Go to your dashboard. To link the license to your account do the following:
 - a. Click the box at the top of the dashboard entitled "LINK TO PERMITS, PROJECTS, AND LICENSES"
 - b. Select License from the pull-down menu (see the down arrow to the right of PERMIT)
 - c. Enter License Number from your registration and click LINK.
- For information on how to renew your registration online, please visit:
<https://www.aurora-il.org/2204/On-Line-License-Renewals>