



Date: \_\_\_/\_\_\_/\_\_\_

# RESIDENTIAL PROPERTY REGISTRATION

(Please print legibly or type)

Rental/ Occupied property       Owner Occupied (Complete Property Status Acknowledgement on reverse side)

### Property Information

Address of Property: \_\_\_\_\_

### Owner Information

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Address (required): \_\_\_\_\_  
(P.O. Box Not Acceptable)

Home#: \_\_\_\_\_ Cell#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Has the Owner attended the Aurora Crime Free Housing Class?    Yes       No

Is the Owner a City of Aurora Employee?    Yes       No

**\*\*Please complete the box below ONLY if an agent has been assigned to the property\*\***

**\*If the owner resides outside a 30 mile radius from Aurora, you must designate a local Agent (within 30 miles of an Aurora border) to accept property maintenance and notice/service responsibility.\***

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(P.O. Box Not Acceptable)

E-Mail: \_\_\_\_\_ Daytime #: \_\_\_\_\_

My Agent is my:       Property Manager       Tenant       Other: \_\_\_\_\_

Has the Agent attended the Aurora Crime Free Housing Class?    Yes       No

I/We \_\_\_\_\_ authorize my/our agent \_\_\_\_\_ to act on my/our behalf as my/our registered agent. However, I/we understand that as the legal owner(s) of this property I/we will be responsible for the actions/and or inactions of the agent listed above.

\*E-mail Renewal Notices? (not by postal mail):    Yes       No      Email (select one):    Agent       Owner

**(CONTINUE TO REVERSE SIDE)**

**Do Not Write Below This Line**

Property Zoned: \_\_\_\_\_ #Dwelling Units: \_\_\_\_\_ Ward#: \_\_\_\_\_ Parcel#: \_\_\_\_\_

License Fee: \_\_\_\_\_ License# \_\_\_\_\_ Water shut off: (Yes / No)

## OCCUPANCY STATUS ACKNOWLEDGEMENT

**(Please place a check mark in ALL applicable boxes)**

**A: The occupants of this residence are:**

**Family Member(s) of the owner\*:**

Is there monetary exchange (rent)?  YES  NO

*\*Please note that this only applies to **single-family dwellings**. This form must be completed annually. An exterior inspection will also be performed annually and if three or more violations are cited, a license fee and an interior inspection will be required.*

Name of Occupant: \_\_\_\_\_

Relationship to owner: \_\_\_\_\_

**4 or more unrelated people in this single family home, duplex or townhomes- LODGING HOUSE**  
Lodging House- 4 or more unrelated people may be considered a Lodging House and will require compliance with additional ordinances.

**Non- Family Member/Rental**

(Please check one category below that best describes whom will be occupying your rental property)

**I: A Single Family (in each dwelling unit-if multiple units) per the following definition**  
Family, shall mean any individual or two (2) or more persons related by blood, marriage, civil union, legal adoption, or guardianship living together as a single housekeeping unit with provisions for living, sleeping, eating, cooking and sanitation within a dwelling unit including domestic employees and foster children.

**II: 4 or more unrelated people (in any of the individual dwelling units-if multiple units) in this single family home, duplex or townhomes - LODGING HOUSE**  
Lodging House- 4 or more unrelated people may be considered a Lodging House and will require compliance with additional ordinances.

**B: The property is now owner occupied** (Please provide the following documentation). Failure to supply all documents as requested will delay your request of removal from licensing program.

- **Nicor Bill (with attached return address stub)**
- **Com Ed Bill (with attached return address stub)**
- **Government issued photo identification**

**C: I acknowledge to the City of Aurora that my property is vacant** and will remain vacant and/or for sale for the entire licensing period as of: \_\_\_\_\_.

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**NOTE: LEASE ADDENDUM(S) ARE NOW REQUIRED TO BE SUBMITTED WITH THIS APPLICATION (8 UNITS OR LESS) AND ADDITIONALLY AT INSPECTION\*\*** Failure to do so will result in incomplete renewal(s) and may result in additional fees.

**I the undersigned, hereby certify that:**

1. The information submitted in this application is a complete and accurate representation of the facts on the date of the application
2. The renewal/license fees does not constitute an official license until compliance with all the provisions of applicable codes and ordinances has been verified through inspection by authorized personnel.
3. I the undersigned, hereby certify and understand that the above statements and information are correct and true and that any misrepresentations made herein may result in the imposition of penalties and/or administrative proceedings.

\_\_\_\_\_  
**Owner/Bank/Agent Signature**

\_\_\_\_\_  
**Date**

**Note:** If at any time the above occupancy changes, the Division of Property Standards must be notified **within 10 business days**. Failure to do so may result in a fine of up to \$500 in addition to the applicable license fee.