



Date: __/__/__

RESIDENTIAL PROPERTY REGISTRATION

(Please print legibly or type)

Rental/ Occupied property
(Please check one)

Owner Occupied

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: _____

Enroll in E-mail Renewal Notices Only (not by postal mail): Yes No, send by postal mail

****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 (required): _____
(P.O. Box Not Acceptable)

E-Mail: _____ Daytime #: _____

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.

I the undersigned, hereby certify and understand that:

1. The information submitted in this application is an accurate representation of the facts on the date of the application;
2. The registration/license fee does not constitute official licensing until compliance with all the provisions of the Property Maintenance Code has been verified through inspection by authorized personnel.

Owner/Agent Signature(s): _____

(CONTINUE TO REVERSE SIDE)

Do Not Write Below This Line

Property Zoned: _____ #Dwelling Units: _____ Ward#: _____ Parcel#: _____

Fee Enclosed: _____ Lic# _____

Water shut off: (Yes / No)

Voluntary Consent to Enter Onto Property

City of Aurora Illinois

1. I understand that the signing of this Consent Form is wholly voluntary and that if I choose not to sign it, there will be no penalty or impact on my rental license.
 2. The undersigned property owner/agent/tenant hereby gives consent to the City of Aurora Property Standards and its agents and contractors to enter onto the undersigned's property located at: _____ for the purpose of conducting an inspection pursuant to the City Property Maintenance Ordinance.
 3. This consent is specifically limited to the following activities which may be performed by the Division of Property Standards, its agents or contractors. These actions include, among other activities, initial exterior inspections, property maintenance abatement cleanups and other abatement actions as well as subsequent exterior and interior inspections.
 4. The Division of Property Standards, its agents or contractors may enter onto the property during normal business hours and may enter onto the property after agreement from the undersigned.
 5. The undersigned shall not be liable for any injury, damage or loss on the property suffered by the Division of Property Standards, its agents, contractors or employees not caused by the negligence or intentional acts of the undersigned's agents or employees.
 6. I understand that this Consent shall remain in effect until the expiration of the current licensing period and/or until such time as the inspector determines the violations have been cured or the undersigned sends a written request to withdraw the consent to the Property Standards Division.
- I do not wish to sign the Consent Form.

Signature of Undersigned (Property Owner/Agent)

Print Name

Date

PROPERTY STATUS ACKNOWLEDGEMENT

(Please place a check mark in the applicable boxes **only** if your property is not a rental)

- A: The property is owner occupied (Please provide the following documentation)
- Nicor bill (**with attached return stub**)
 - Com Ed bill (**with attached return stub**)
 - Government issued photo identification

- B: The occupants of this residence are my immediate family members (**immediate is defined as the property owner's grandparents, the property owner's parents and the property owner's respective children**) and is no monetary exchange.

Name of Occupant(s): _____

Relationship to owner: _____

An exterior only inspection will be performed annually on non-owner occupied single-family dwellings occupied by immediate family. If three or more violations are cited on the exterior, a license fee and an interior inspection will be required.

Signature of Undersigned (Property Owner/Agent)

Print Name Date

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

City of Aurora Division of Property Standards | 1 S. Broadway, Aurora IL 60505 | Phone (630) 256-3770 | Fax (630) 256-3789

Website: www.aurora-il.org | Email: pscs@aurora-il.org

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