

**APPLICATION for a BUSINESS REGULATORY LICENSE**

**Landlord License**

**PRINT OR TYPE ONLY**

**BUSINESS LICENSEE INFO: Please attach a copy of Driver's License, information to be used by Police Department only**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Company name, if applicable: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**(LOCAL CONTACT) INFO: Please attach a copy of Driver's License, information to be used by Police Department only**

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**All indebtedness to the City must be paid in full before any Regulatory License is issued.  
Landlord must register ALL rental properties with the Department of Building and Zoning.  
Failure to register all properties may result in a suspension of Business License.**

*The fee for a Class B Business License is \$100 due annually (Ord. 7078).  
Business license fees are Non-Refundable (Ord. 7281).*

**AFFIDAVIT**

I \_\_\_\_\_, d/b/a \_\_\_\_\_,  
have completed and submitted an application for a Business License in the City of Alton, Illinois, with the knowledge this does not indicate that I have been licensed to conduct business. The business will not be licensed until all inspections have been completed and approved.

Signature: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

For office use only:

\_\_\_\_\_

\_\_\_\_\_

# Landlord Business License FAQ

Why do I have to get a Business License?

**Answer:** For years this has been an unregulated business. Problem landlords have taxed the City's Police Department, Building and Zoning Department, Court System and reduced property values. The City's goal is to hold all landlords accountable for their properties.

Do I need to get a Landlord License?

**Answer:** Everyone renting residential property in the City of Alton needs to have both; (1) a landlord who is licensed, and (2) the property must also be registered with the City.

Do I have to have a Landlord License and Property Registration before an Occupancy Permit is issued?

**Answer:** Yes.

What is the fee for the Landlord License?

**Answer:** The Landlord License costs \$100.00 per landlord, per year. Property registration is \$20.00 per property, per year.

What is the One Property Exemption?

**Answer:** If you only have one residential rental property you must still be licensed and the property must be registered but the fees are waived.

How does the City use the fees from the Landlord License and Registration?

**Answer:** These fees are used to pay Building and Zoning personnel for inspections of property and property maintenance throughout the City.

How much does the City make per year from Landlord Licensing fees?

**Answer:** Unknown at this time. After the first year, the City will have compiled data to answer this question.

Are any properties completely exempt?

**Answer:** Yes, nursing homes, convalescent homes, and housing complexes owned by governmental entities are exempt.

How long will it take to get an occupancy permit?

**Answer:** Approximately four (4) days. This may be more or less due to volume.

Can I schedule an occupancy inspection at the time I apply for my license and register my properties?

**Answer:** Yes. This procedure remains unchanged.

How often do I have to pay a Landlord License and Property registration fee?

**Answer:** Annually, the same as other business licenses.

If one of my properties fail inspection, does this have a bearing on my other properties?

**Answer:** Yes; if the landlord is found to have violated any requirements of the building or housing codes and such violations continue unabated; if the landlord owes any money to the City; or if the landlord has failed to properly disclose all of their properties on their application.

**Privileges of the landlord to rent or lease a dwelling unit will not be suspended or revoked until a hearing is held before the Mayor or other Hearing Officer appointed by the Mayor.**

Do Contract for Deed sellers need to get a license?

**Answer:** Maybe; if the contract for deed has been recorded at the Madison County Recorder of Deed's office, then no. If not, then yes.

## **Rental Property Registration**

### **OWNER INFO:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Company name, if applicable: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Date of Birth: \_\_\_\_\_

**All indebtedness to the City must be paid in full before any Permit is issued.**

**Landlord must register ALL rental properties with the Department of Building and Zoning.**

**Failure to register all properties may result in a suspension of the Business License.**

*The fee for registration is \$20.00 per Unit.*

## **AFFIDAVIT**

I \_\_\_\_\_, d/b/a \_\_\_\_\_,  
have completed and submitted an application for Rental Property Registration in the City of Alton, Illinois,  
with the knowledge this does not indicate there has been an occupancy permit issued for the property /  
properties. The property will not be granted occupancy until all properties are registered and inspections  
have been completed and approved.

Signature: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

For office use only:

\_\_\_\_\_

\_\_\_\_\_



DEPARTMENT OF  
BUILDING  
& ZONING

(618) 463-3550 | Fax (618) 463-2890  
101 East 3rd St. | Room 104 | Alton, Illinois 62002  
[CITYOFALTONIL.GOV](http://CITYOFALTONIL.GOV)

## **APPLICATION *for* RENTAL PROPERTY REGISTRATION**

### **PROPERTY INFORMATION:**

**PROPERTY ADDRESS:** \_\_\_\_\_

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