



Village of Addison

Community Development Department

1 Friendship Plaza, Addison, IL 60101

Telephone 630 693-7530

Rentals@addison-il.org

HOW TO APPLY FOR A NEW RENTAL LICENSE

1. Follow the instructions to create a Portal Account. **BE SURE TO PROVIDE A SIGNATURE!**
2. Once your portal account has been activated, sign in to your Portal Account if you are not signed in already.
3. When you see that you are signed in, scroll down to the section titled **Rental Housing** and click **DO NOT CLICK HERE TO RENEW YOUR LICENSE!...Only click here to apply for a NEW Rental License.**
4. The **Rental Housing Application – Rental Information** screen will open-
You will need to fill out the Description of the Rental, including the following:
 - The Building Classification. Select one of the following: 2 Flat, Apartment, Condo, Single Family or Town House
 - Building Name and Comments: these sections are **not** required
 - Rental Unit Details:
 - Number of Units within the property (condos, single family and town houses should all be designated as 1)
 - Number of units rented: this is the equivalent to all units that have the potential to be rented; all units that are **not** actively owner occupied as their primary residence. Even if a unit is currently vacant, or will be vacant, this unit shall be included in the number of units being rented.
 - Contact Information: **ALL PINK FIELDS ARE REQUIRED, WHITE FIELDS ARE OPTIONAL**
 - Portal Account (Mailing Contact): This is the information for the Portal Account holder. The Portal Account holder is the person that will receive all correspondence for this property- inspection notices, reports, notices to renew, etc. Fill out all required fields in pink- Name, Full Address, Emergency Phone (Contact Number) and email address. The email address listed here shall be the **same** as the email address used for the Portal Account.
 - Property Owner Information: Fill out all required fields in pink regarding the legal owner of the property- Name, Full Address, Emergency Phone (Contact Number).
 - Emergency Contacts 1, 2 & 3- Fill out all required fields and pink, designating **3 different people** with **3 different Emergency Phone** (Contact Numbers).

DO NOT INCLUDE DASHES/HASH MARKS OR ANY OTHER SPECIAL CHARACTERS WHEN TYPING IN THE PHONE NUMBER. 10 DIGIT NUMBERS ONLY, NO SPACES!
5. Click **Next Step**:
The **Rental Housing Application – Location of the Rental** page will open. Click in the box “Search for an address” and start typing the address of the rental property. As you type, address will populate. Once yours pops up, click on it. This will be automatically added in the box under “The location you have selected:

DO NOT CLICK ADD ANOTHER LOCATION!!! THERE SHALL ONLY BE 1 LISTED PROPERTY PER LICENSE.
6. Click **Next Step**.
Upload Files. The **Rental Housing Application – Upload Files** page will open. Typically, there are no files that need to be uploaded unless you want to include something like a Trust Disclosure if the property is in a trust. If you need to upload a document, click the Browse button and add the document(s) accordingly. If you have nothing to upload, just click **Next Step**.
7. The **Rental Housing Application – Review & Submit** page will open:
Review all information that was entered to make sure everything is accurate. If something looks incorrect, you can always click to go back to the Previous Step on each page. If everything looks good, review the statement at the bottom. Below where is states, I Agree, select **Yes** in the pink dropdown.
8. Click **Submit Application**
IMPORTANT If at any time, on any of the pages you click save for later, your application will **NOT** be submitted. It will be stuck in a pending state and can be found again on the **MY ITEMS** page under **RENTAL HOUSING LICENSE**. You can click the drop down “**SHOW ACTIVE**” to select “**SHOW APPLICATIONS IN PROGRESS**” and continue from there. If you click cancel application, you will have to start the process all over again. **TURN OVER →**

9. The **Rental Housing Application – Submitted Page** will open. You will be able to view the fees assessed. Click [My Shopping Cart](#) and make your fee payment.
10. The **My Shopping Cart** page will open. Click **Make Payment** to pay assessed fees.
11. You will be directed to a payment screen where you can enter your payment information. Once you have entered all of the necessary information, click Continue at the bottom.
12. You will then be directed to a Confirm Payment screen. Verify payment method, payment date and amount. Check the box “I authorize payment and agree to the Payment Authorization Terms”. Click “Pay \$XXXX.XX” when finished.
13. Next, the user will have the opportunity to print their receipt
 - a. The receipt will also be sent to the portal user’s email address
 - b. The receipt is also available to staff in CityView, under “Documents & Images” for the Rental License Application as well as to the Portal Account holder under “Documents & Images” on the Rental License Application Page.
14. Afterwards the user should be redirected to the Portal home screen.
15. Your License has been submitted!