



Village of Addison

Community Development Department

1 Friendship Plaza, Addison, IL 60101

Telephone 630 693-7530

Rentals@addison-il.org

HOW TO RENEW A RENTAL LICENSE

All licenses are **required** to be submitted and paid for (if required) no later than April 30th through the Village of Addison Web Portal using the Portal Account Username that you registered. You may also make payment in person by requesting an invoice at the Community Development Department. Follow the steps below to renew your Rental License. You can also view an instructional video on renewing your rental license by clicking the link on the Portal Homepage:

1. Access Addison's Web Portal at: <https://aglc.addison-il.org/CityViewPortal>
2. Login to the Portal (your username is an email address)
3. Click on My Items once you are logged in. **DO NOT APPLY FOR A NEW RENTAL LICENSE!**
4. Scroll down to and click on the heading Rental Housing License. Your application number/s will be visible.

DO NOT MAKE ANY PAYMENTS WITHOUT COMPLETING THE BELOW STEPS!

5. Click on the application number for the license you are renewing. The Rental Housing Status Page opens.
6. Click on the link Edit Rental Application Details. The Edit Rental Housing Application Page opens.
7. Verify the information listed for each required contact to see if any changes are needed:
 - a. Applicant Information (Mailing Address) – This **MUST** match the Portal Account User Info:
☐ Full Name ☐ Full Address ☐ Emergency Phone Number ☐ Email Address
 - b. Property Owner Information
☐ Full Name ☐ Full Address ☐ Emergency Phone Number
 - c. Emergency Contact 1
☐ Full Name ☐ Emergency Phone Number
 - d. Emergency Contact 2
☐ Full Name ☐ Emergency Phone Number
 - e. Emergency Contact 3
☐ Full Name ☐ Emergency Phone Number

All 3 Emergency Contacts must be different people with different phone numbers and must be able to understand and communicate in English. Please ensure contacts that are designated are able to access the property, meet for inspections and handle any emergency situations that may arise.

8. Make any necessary changes and/or fill in any missing information that is required.
9. If your license fee is **waived (you owe \$0.00)**, you must go to the box "Renewals- Waived License Fee" and select YES. If you do not do this, the Village will not be notified you have updated your Rental License and it will be as if you submitted nothing.
10. Click Update Rental Housing Details.
11. Click Return to Status Page.
12. If a fee is due, scroll down to fees and click Add Fees to My Cart (if applicable) **OR** if you are renewing multiple licenses, you can add all the fees to your cart from the My Items Page after verifying your contacts on each application.
13. Click My Shopping Cart towards the top of the page and make payment. Payment will also be accepted in person by requesting an invoice at the Community Development Department.
14. Once you have submitted **& paid** for your license application renewal, the status on your application on the My Items Page will automatically change from Renewal to License Application Submitted. If your renewal was **waived (you owe \$0.00)**, please allow 24-48 hours for the status to update as your **waived** application submittal has to be manually verified by our office.
15. Done!