



**NEIGHBORHOOD SERVICES DIVISION**  
200 EAST WOOD STREET • PALATINE, IL 60067-5339  
Telephone (847) 359-9042 • Fax (847) 776-4733  
[www.palatine.il.us](http://www.palatine.il.us)

**RENTAL DWELLING LICENSE  
CONTACT CHANGE FORM**

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

Dear Village of Palatine:

I understand that if I have a change in Ownership, or wish to add or delete an Agent on my Rental Dwelling license profile, I must complete this form and submit it to satisfy the Rental Dwelling License requirements.

RP - \_\_\_\_\_ Address of Rental Property: \_\_\_\_\_

I wish to ADD an agent     I wish to DELETE an agent     I wish to UPDATE Owner contact information

**Owner** – List all names

**Trust** – List the trust and name of Trustee or Primary Beneficiary

**Corporation, Firm or LLC**

List the name of corporation, firm, LLC or partnership and at least one name of the signing Member, Officer or Partner

**OWNER(s)**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT (circle one) ADD / DELETE**

*A change of agent may require recertification in the Crime Free Multi-Housing Program.*

*If managed by a property management company, all individuals that would schedule or appear at the inspection, or speak with a Village of Palatine staff member regarding the property, must also be listed.*

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email: \_\_\_\_\_

(Provide the email only if you would like this agent to receive all correspondence that is directed to you)

***Please return this form by mail or email to: [NeighborhoodServices@palatine.il.us](mailto:NeighborhoodServices@palatine.il.us)***

RP - \_\_\_\_\_ Address of Rental Property: \_\_\_\_\_

**AGENT (circle one) ADD / DELETE**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email: \_\_\_\_\_

(Provide the email only if you would like this agent to receive all correspondence that is directed to you)

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**AGENT (circle one) ADD / DELETE**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email: \_\_\_\_\_

(Provide the email only if you would like this agent to receive all correspondence that is directed to you)

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**AGENT (circle one) ADD / DELETE**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email: \_\_\_\_\_

(Provide the email only if you would like this agent to receive all correspondence that is directed to you)

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**AGENT (circle one) ADD / DELETE**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home/Business Phone \_\_\_\_\_

Email: \_\_\_\_\_

(Provide the email only if you would like this agent to receive all correspondence that is directed to you)