



NEIGHBORHOOD SERVICES DIVISION

200 EAST WOOD STREET • PALATINE, IL 60067-5339

Telephone (847) 359-9042

www.palatine.il.us

DATE: _____

RP _____

OWNER(S) NAME: _____

ADDRESS OF RENTAL PROPERTY: _____

Dear Village of Palatine:

I am not renting the above property and I wish to close the rental file.

I hereby terminate my application for a Rental Dwelling License for the above rental property in Palatine, Illinois, and authorize the Village of Palatine to close my rental file.

I understand that if I close out my current rental file, I will need to complete a new application and satisfy each and every Rental Dwelling License requirement in the event I choose to rent, or offer this property for rent in the future.

I understand that if I close my license and it is later determined that I am in fact renting my property, I will be issued a citation which will require my presence in court.

DATE

SIGNATURE(S) OF OWNER(S)

**Please return this form by mail or email to:
NeighborhoodServices@palatine.il.us**