



User Guide to Help You Apply for a Rental Dwelling License (for Single-Family, Townhome, and Condominium units) in the Village of Palatine's Citizen Self Service Portal (CSS)

The following has been designed to help walk you through the steps to Apply for a Rental Dwelling License in the Village's CSS system.

<https://citizen.palatine.il.us>



200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [Pay Invoices](#) [Search](#) [Calendar](#)

Welcome to the Village of Palatine Citizen Self Service Portal

Village of Palatine Citizen Self Service



Contractor Registration information
Contractor registration requirements for the Village of Palatine



Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Apply
Registered users can apply for a permit, a plan, a license, or a contractors registration



Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.



Pay Invoice
Use this tool to pay for individual invoices.



Map
Explore the map to see the activity occurring in your neighborhood.

To begin the Rental Dwelling License application process click on **Apply**

[Apply](#)

Dashboard Home **Apply** My Work Today's Inspections Map Pay Invoices Search  Calendar 0

Application Assistant

rental 

All  

LICENSE / REGISTRATION - Select ALL to see full list 

PERMITS - Select ALL to see full list 

PLANS - Select ALL to see full list 

Show Categories

Rental Property - Condo

Category Name: Rental Housing Description: A dwelling unit under individual ownership within a multi-unit building.

Click here to review Owner Rental Packet: <https://www.palatine.il.us/DocumentCenter/View/341/2024-Rental-Dwelling-Operating-Licensing-Application-Packet-PDF?bidId=>

Rental Property - Multiple Dwelling (Two or More Units)

Category Name: Rental Housing Description: A building containing two or more rental dwelling units (e.g. a duplex, three-flat, etc.).

Click here to review Owner Rental Packet: <https://www.palatine.il.us/DocumentCenter/View/341/2024-Rental-Dwelling-Operating-Licensing-Application-Packet-PDF?bidId=>

Rental Property - Single Family

Category Name: Rental Housing Description: A single detached dwelling unit.

Click here to review Owner Rental Packet: <https://www.palatine.il.us/DocumentCenter/View/341/2024-Rental-Dwelling-Operating-Licensing-Application-Packet-PDF?bidId=>

Rental Property - Townhome

Category Name: Rental Housing Description: A dwelling unit, with its own direct entrance/exit to the outside, that shares at least one common wall with an adjacent dwelling unit.

Click here to review Owner Rental Packet: <https://www.palatine.il.us/DocumentCenter/View/341/2024-Rental-Dwelling-Operating-Licensing-Application-Packet-PDF?bidId=>

Show My Templates 

To find the Rental Dwelling License applications search the word “rental” in the Application Assistant

To apply, find the appropriate unit type (Condo, Single-Family, or Townhome) and click on 

Apply for License - Rental Property - Single Family

*REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

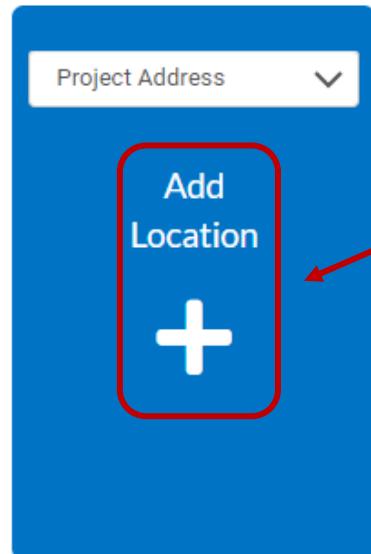
Signature

7

Review and Submit

LOCATIONS

Each rental property requires its own license. Select only ONE Location for the physical location of the rental property (for more than one property submit a separate application for each rental property).

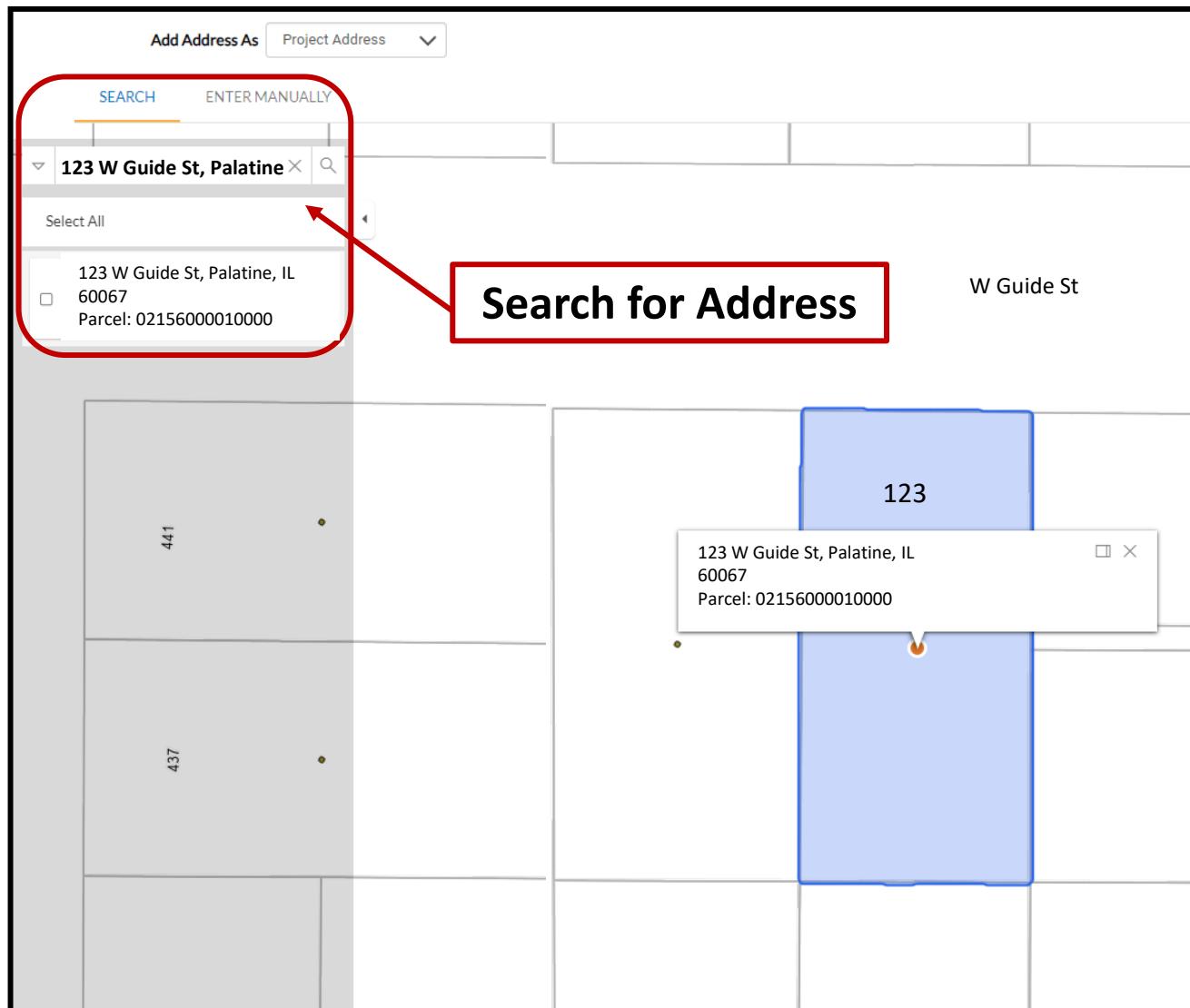


Click on Add Location

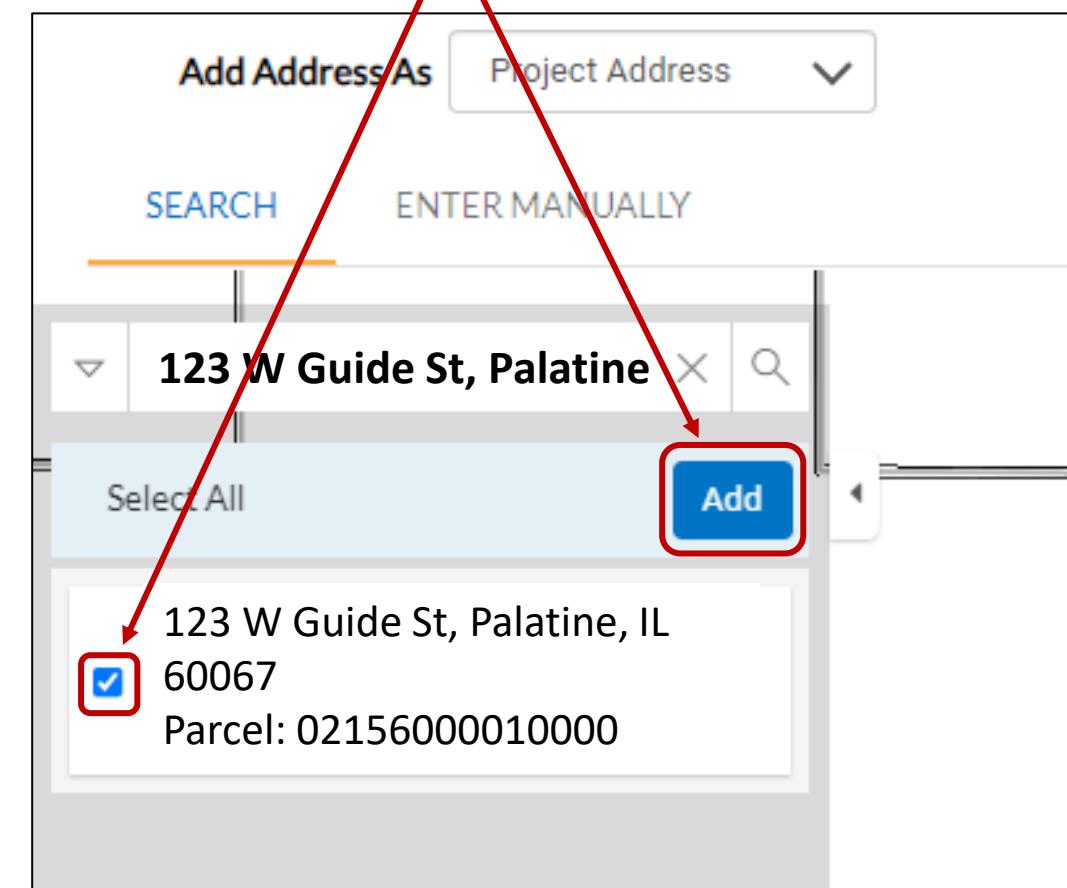
Create Template

Save Draft

Next



Check box next to address and then click on **Add**



Apply for License - Rental Property - Single Family

*REQUIRED

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LOCATIONS

Each rental property requires its own license. Select only ONE Location for the physical location of the rental property (for more than one property submit a separate application for each rental property).

Type: Project Address

123 W Guide St
Palatine, IL 60067

Main Address

Parcel Number

02156000010000

Main Parcel

[Remove](#)

[Create Template](#)

Click on [Next](#)

[Save Draft](#)

[Next](#)

Apply for License - Rental Property - Single Family *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LICENSE DETAILS

Enter additional descriptions of the rental property. If none, click next.

* License Type: Rental Property - Single Family

Description:

License Holder: Your Name

You can enter a brief description if you wish, otherwise click Next

Back Create Template Save Draft Next

CONTACTS

Village Staff and Inspectors can only meet with, and communicate with, contacts listed on the Property Profile.

Add required contacts: Applicant, Property Owner, & Agents.

- If a property is owned by a firm, corporation, LLC or partnership, names of individual members must be listed.
- If a property is under a trust, name of trustee must be listed as well as name of trust.
- If owner lives out of state, owner must add a local "Agent".
- If a property manager will be present for inspection or Crime Free Multi-Housing seminar, that individual must be listed as a designated agent.
- The agent cannot be the renter for purposes of completing the seminar.

Do not Add CFMH Contact. This is for Internal Use Only.

<p>Applicant</p>  <p>Applicant Name</p> <p>123 W Guide St Palatine, IL 60067</p>	<p>Owner</p> <p>Add Contact</p>  <p>REQUIRED</p>	<p>Applicant</p> <p>Add Contact</p> 
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As required for a Rental Dwelling License, you must then add the Owner contact information by clicking on Add Contact

[Back to Application](#)

Add Contact

Add Contact As : Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Search 

Sort

Favorite	First Name	Last Name	Address	Company	Action
	Owner	Name	1000 W Main St Example City, IL		Add

Results per page 1 - 1 of 1 << < 1 > >>

If the Owner is already a Contact in the system, you can search the Owner's name, select their existing Contact info, and click on **Add**

[Back to Application](#)

Add Contact

Add Contact As : Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Enter Manually

* First Name
* Last Name
Company Name
Email
* Home Phone
* Mobile Phone
* Business Phone

[Submit](#)

Otherwise you can enter the Owner's contact information manually and then click on **Submit**



Locations



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- The agent cannot be the renter for purposes of completing the seminar.

Do not Add CFMH Contact. This is for Internal Use Only.

Applicant
Applicant Name
123 W Guide St
Palatine, IL 60067

Owner
Owner Name
1000 W Main St, Ex..

Applicant	▼
	Add Contact
+	

[Back](#)[Create Template](#)[Save Draft](#)[Next](#)

You can add additional Contacts (agent, etc.) if you like, otherwise you can click on [Next](#)

Apply for License - Rental Property - Single Family

*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

MORE INFO

Click Next. This screen is intentionally left blank.

Back Create Template Save Draft Next

This screen is intentionally left blank. Please click on **Next**

Apply for License - Rental Property - Single Family

*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

Not Required at the time of Application.

READ THE FOLLOWING CRIME FREE LEASE ADDENDUM REQUIREMENTS PRIOR TO ATTACHING:

To download the mandatory addendum or contact the Crime Free Officer to register for a seminar, please use the following website: www.palatine.il.us/cfmh

Select Type

Add Attachment

Supported: .pdf

Back Create Template Save Draft **Next**

If you have your Crime Free Lease Addendum you may attach it at this time, otherwise you can submit it later and click on **Next**

Apply for License - Rental Property - Single Family

*REQUIRED



Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

SIGNATURE

By submitting this Rental Dwelling License application, the undersigned, under oath, attests that they are the Owner or Authorized Agent of the Owner of the property that is the subject of this Rental Dwelling License application and further that they have the full authority to apply for such Rental Dwelling License. The undersigned also acknowledges that the issuance of a Rental Dwelling License for the property that is the subject of this application is conditional upon compliance with all applicable Village Ordinances and regulations, payment of all corresponding fees, completion of the Crime Free Multi-Housing requirements, and the results of any inspection conducted either in conjunction with this application or any subsequent inspection(s) while a Rental Dwelling License is in force.

In addition, the Owner or Authorized Agent of said property that is the subject of this application for a Rental Dwelling License understands, acknowledges and attests to the following:

- I am applying for a Rental Dwelling License for the property that is the subject of this application; and
- As outlined in the Village's Code of Ordinances, no owner of any rental dwelling shall apply for or obtain a homestead/homeowner property tax exemption from Cook County for the property indicated in this application without having first received approval from the Village Manager of the Village of Palatine.

*** Please type your name as consent to electronically sign this application.**

Enable Type Signature

July, 14 2024

X Draw Signature Here

Clear

Enter name in
this box

Draw or Type your
signature within box
and press **Submit**

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit 

Submit

Locations

Project Address 123 W GUIDE ST, Palatine, IL 60067

Parcel Number 02156000010000

Basic Info

Type Rental Property - Single Family
Description Renting my condo unit.
Applied Date 07/14/2024
License Holder Owner Name

Contacts

Applicant Applicant Name
Address

Owner Owner Name
Address

More Info

No records to display.

Attachments

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Create Template

Save Draft

Submit

Review information
for accuracy and
then click 

You will receive a
confirmation
message and then
click on 

 Your application was successfully submitted!

Thank you for your rental license application. Application will be reviewed. Upon completion, you will receive email notification to login to your portal and proceed with license fee payment and scheduling. Any application discrepancies will be communicated separately. Any questions, please call (847) 359-9042



License Number: RP-000217-2024

- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder:	Name	License Type:	Rental Property - Single Family	Applied Date:	07/14/2024
District:		Account Number:		Period Start Date:	
Issued By:		Status:	Submitted - Online	Expiration Date:	
Description:	Renting my condo unit.				

[Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#)

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Locations

Sort [Main](#) 

Type: Project Address

123 W GUIDE ST
Palatine, IL 60067

[Main Address](#)

Parcel Number

02156000010000

[Main Parcel](#)

The application will now be reviewed for completeness by the Village. Once approved, you will receive email notification to return to the CSS portal and pay the required Rental Dwelling License fee.