



***User Guide to Help You Apply for a Rental Dwelling License for  
Multiple Dwellings (two or more 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  **Apply**

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

**Find ‘Rental Property – Multiple Dwelling (Two or More Units)’ and click on **Apply****

## Apply for License - Rental Property - Single Family

\*REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

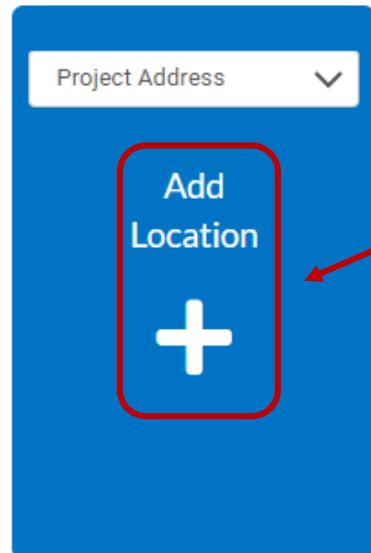
Signature

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).

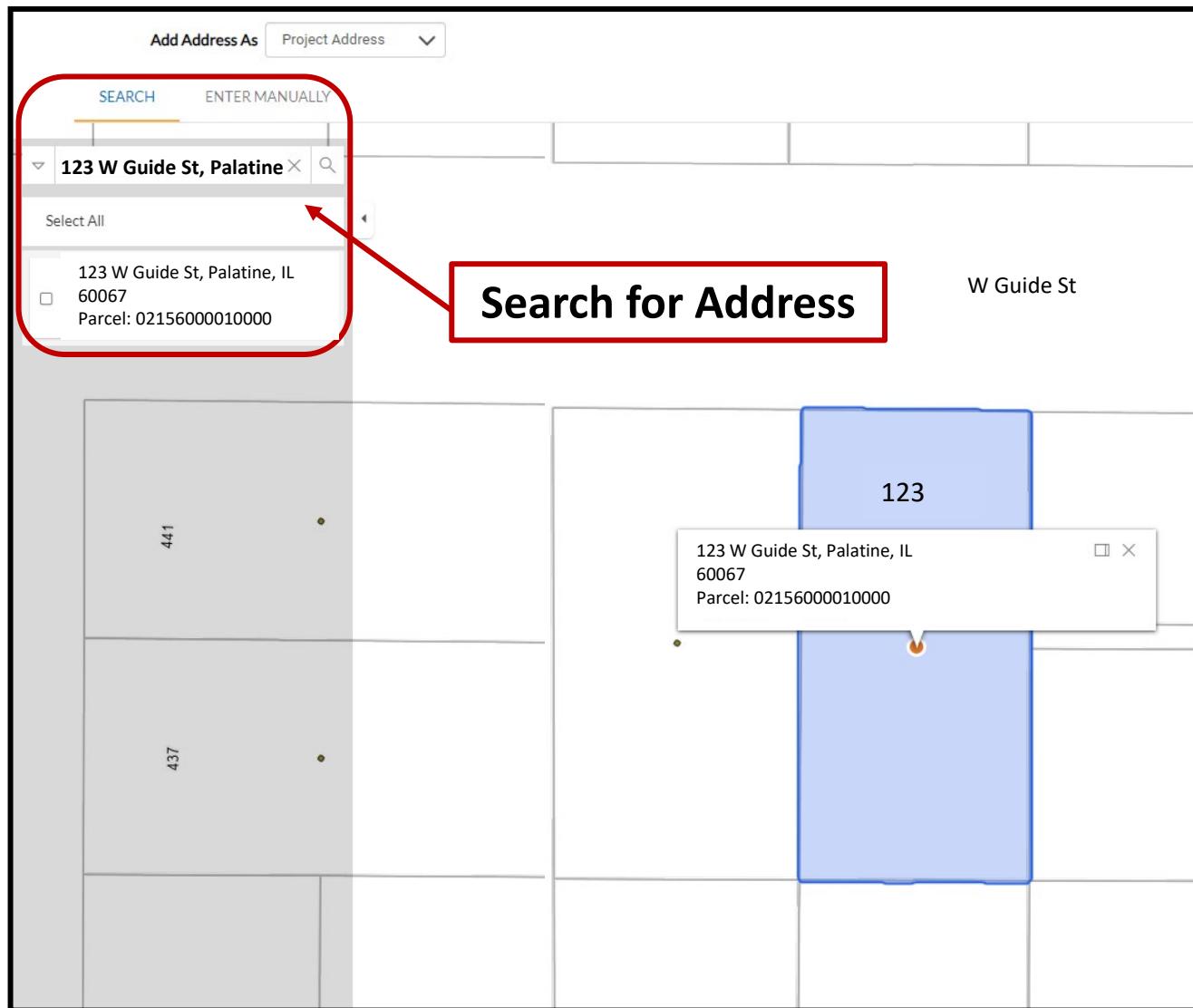


Click on Add Location

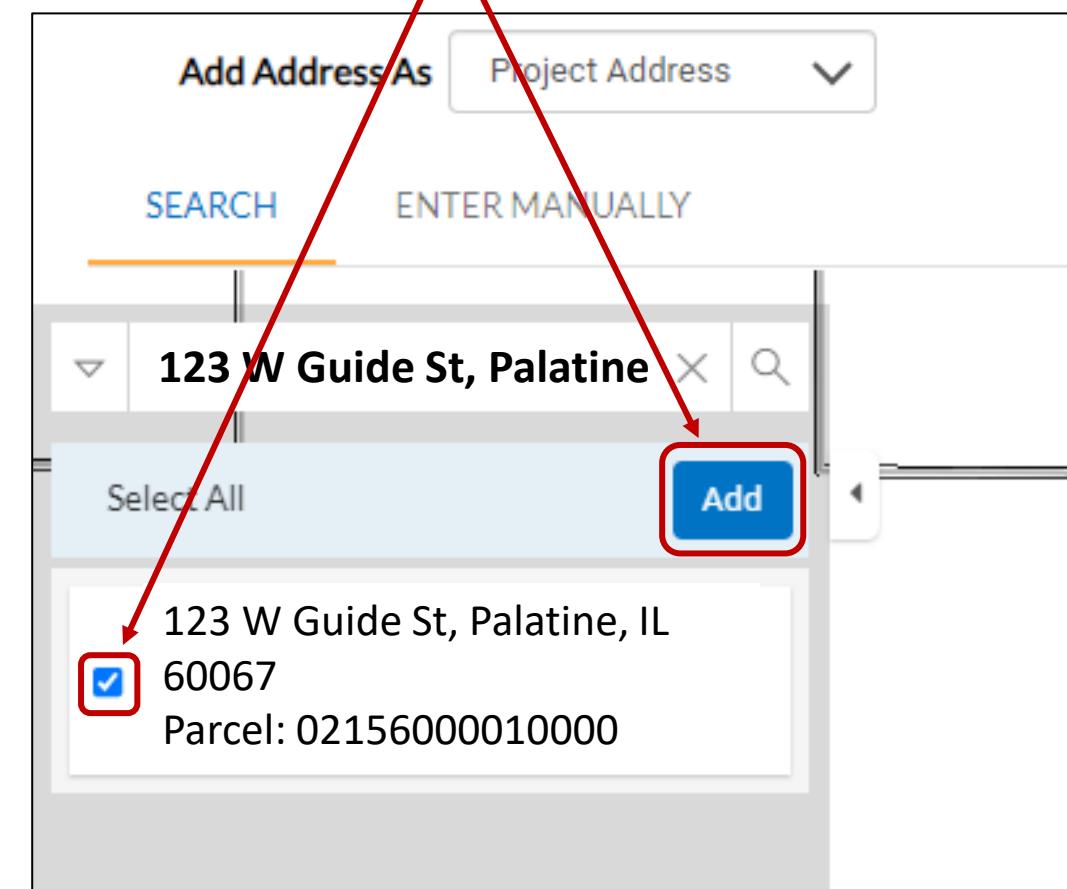
Create Template

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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Signature

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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).

#### 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 - Multiple Dwelling (Two or More Units)

\*REQUIRED



Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

### LICENSE DETAILS

Provide the number of units and how they are numbered for the rental property (i.e. 6 units - 1A, 1B, 102, 103, etc.).

\* License Type

Rental Property - Multiple Dwelling (

Description

6 units  
1A, 1B, 1C, 2A, 2B and 2C

License Holder

License Holder Name

Back

Create Template

**In the 'Description' section indicate how many units are in the building & how the units are addressed and then click on**

Next

Save Draft

Next



Locations



Type



Contacts



More Info



Attachments



Signature



Review and Submit

**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.**

**Applicant**

Applicant Name  
123 W Guide St  
Palatine, IL 60067

**Owner**

Add Contact  
+  
REQUIRED

Applicant

Add Contact  
+  
REQUIRED

**As required for a Rental Dwelling License, you must then add the Owner contact information by clicking on Add Contact**

**Back****Create Template****Save Draft****Next**

[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		<a href="#">Add</a>

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



Type



Contacts



More Info



Attachments



Signature



Review and Submit

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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.**

<b>Applicant</b>
<b>Applicant Name</b>
123 W Guide St
Palatine, IL 60067

<b>Owner</b>
<b>Owner Name</b>
1000 W Main St, Ex..

Applicant	▼
<b>Add Contact</b>	

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

**You can add additional Contacts (agent, etc.) if you like, otherwise you can click on**

Apply for License - Rental Property - Multiple Dwelling (Two or More Units) \*REQUIRED

Locations (Green checkmark) Type (Green checkmark) Contacts (Green checkmark) More Info (Blue circle with 4) Attachments (Grey circle with 5) Signature (Grey circle with 6) Review and Submit (Grey circle with 7)

**MORE INFO**  
Fill in the information below.

**Rental Property Information**

# of Rental Units  # of Rental Units Top | Main Menu

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Enter the total number of Rental Units and click on Next

Apply for License - Rental Property - Single Family \*REQUIRED

Locations (Green checkmark) Type (Green checkmark) Contacts (Green checkmark) More Info (Green checkmark) Attachments (Blue circle with 5) Signature (Grey circle with 6) Review and Submit (Grey circle with 7)

**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](http://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

Project Address 123 W GUIDE ST, Palatine, IL 60067

Parcel Number 02156000010000

## Basic Info

Type Rental Property - Multiple Dwelling (Two or More Units)

Description 6 units  
1A, 1B, 1C, 2A, 2B and 2C

Applied Date 07/15/2024

License Holder Owner Name

## Contacts

Applicant Owner Name  
AddressOwner Applicant Name  
Address

## More Info

## Rental Property Information

# of Rental Units 6

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## Attachments

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Create Template

Save Draft

Submit

Review information  
for accuracy and  
then click Submit

You will receive a  
confirmation  
message and then  
click on Continue to license

✓ 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

Continue to license

License Number: RP-000239-2024

- 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 - Multiple Dwelling (Two or More Units)	Applied Date:	07/15/2024
District:		Account Number:		Period Start Date:	
Issued By:		Status:	Submitted - Online	Expiration Date:	
Description:	6 units 1A, 1B, 1C, 2A, 2B and 2C				

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

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Locations

Sort  ▾

**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.**