



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](#)

Application Assistant

rental

All

Trending

My History

LICENSE / REGISTRATION - Select ALL to see full list

PERMITS - Select ALL to see full list

PLANS - Select ALL to see full list

[Show Categories](#)[Show My Templates](#)

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=>

Apply

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=>

Apply

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=>

Apply

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=>

Apply

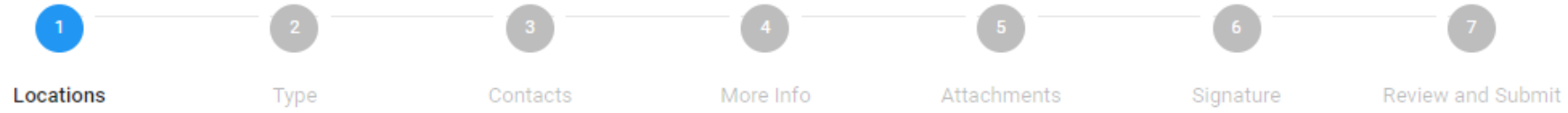
To find the Rental Dwelling License applications search the word “rental” in the Application Assistant

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

Apply

Apply for License - Rental Property - Single Family

*REQUIRED



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).

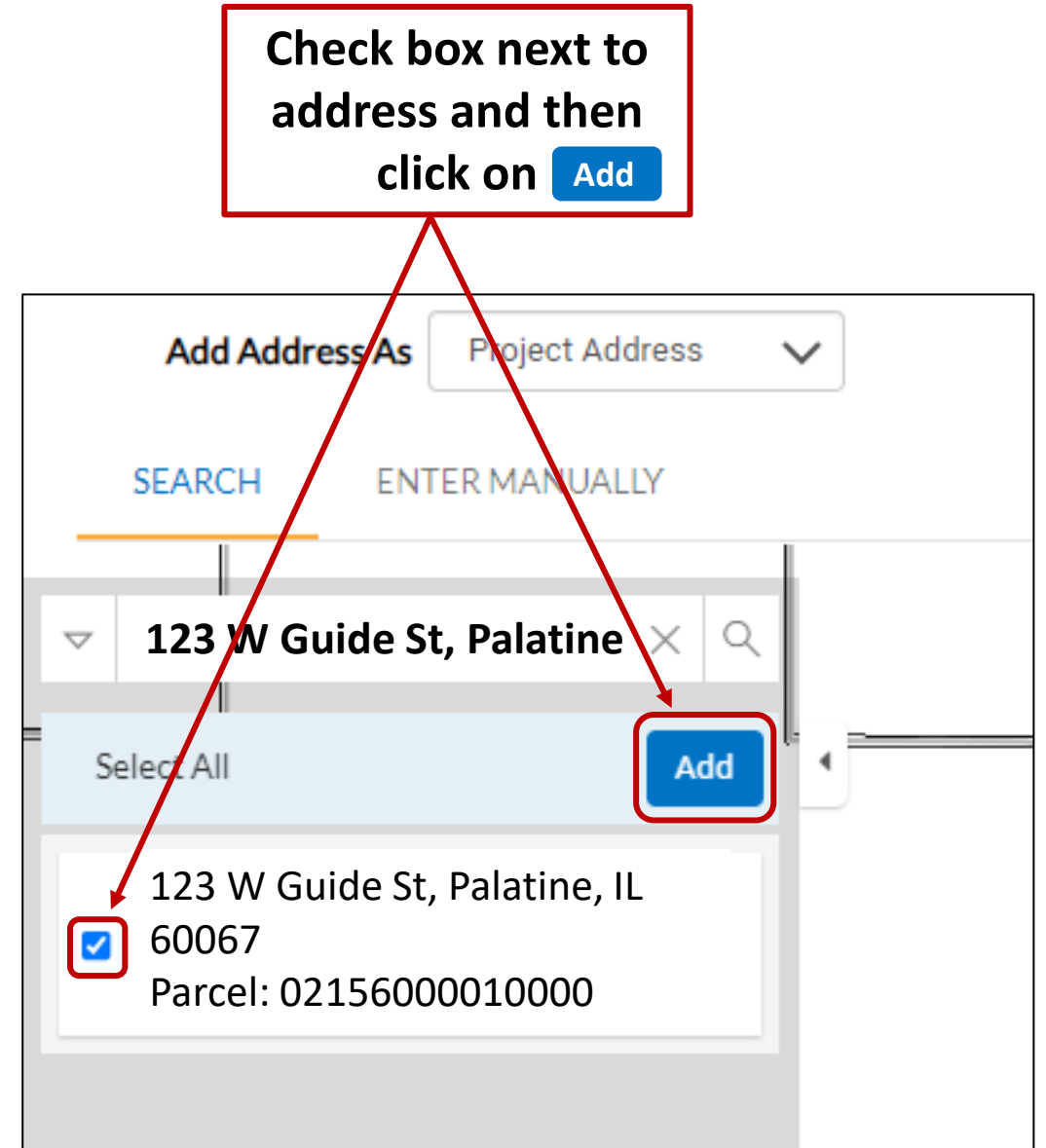
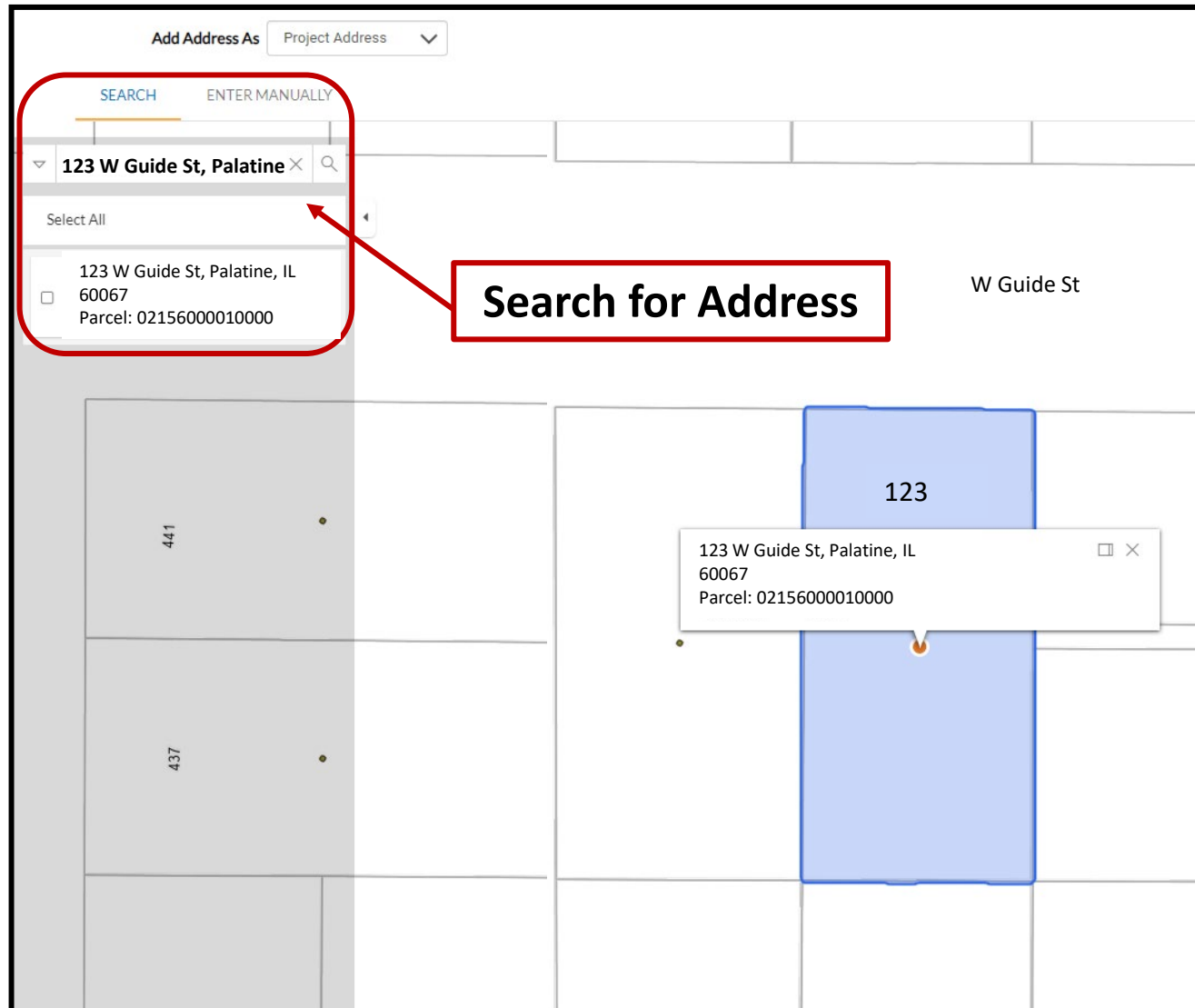
A blue rectangular form. At the top is a white dropdown menu labeled 'Project Address' with a downward arrow. Below it is a white button with the text 'Add Location' and a large white plus sign. A red rounded rectangle highlights the button.

Click on Add Location

Create Template

Save Draft

Next



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).

Type: Project Address

123 W Guide St
Palatine, IL 60067

Main Address ☒

Parcel Number

02156000010000

Main Parcel ☒

Remove

Click on

Next

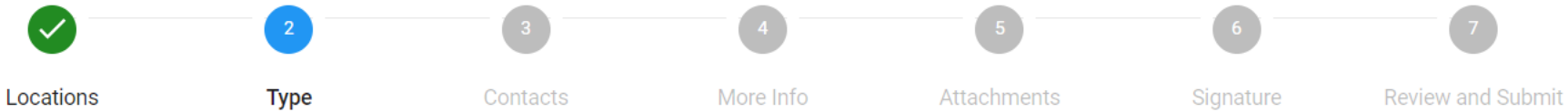
Create Template

Save Draft

Next

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

*REQUIRED



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 (v

Description

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

License Holder

License Holder Name

Back

Create Template

Save Draft

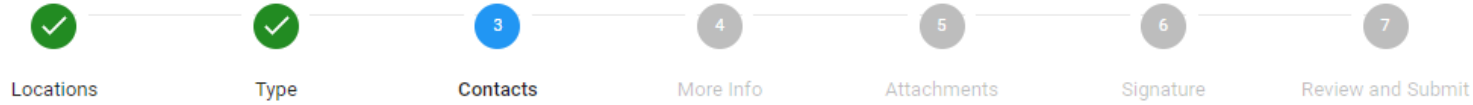
Next

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

Next

Apply for License - Rental Property - Single Family

*REQUIRED



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

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: Relevance 

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

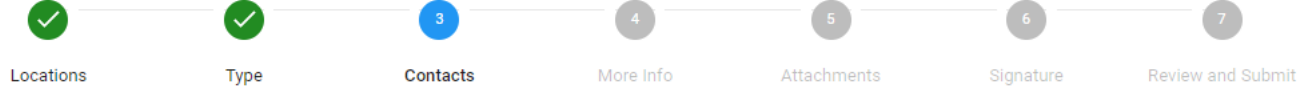
* Business Phone

Submit

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

Apply for License - Rental Property - Single Family

*REQUIRED



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- If a property is under a trust, name of trustee must be listed as well as name of trust.
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- 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

Owner Name
1000 W Main St, Ex..
Remove

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 - Multiple Dwelling (Two or More Units) *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Fill in the information below.

Rental Property Information

***# of Rental Units**

Back Create Template Save Draft **Next**

[Top](#) [Main Menu](#)

Enter the total number of Rental Units and 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

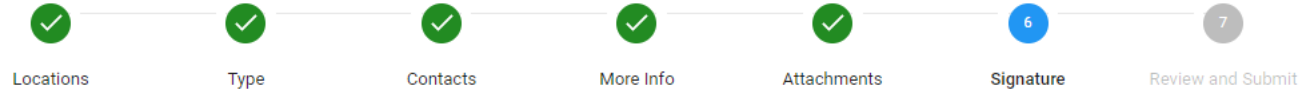
Back Create Template Save Draft **Next**

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



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

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
Address

Owner

Applicant Name
Address

More Info

Rental Property Information

of Rental Units

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Attachments

Back

Create Template

Save Draft

Submit

Top | Main Menu

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](#)

[Locations](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

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.