



NEIGHBORHOOD SERVICES DIVISION

200 EAST WOOD STREET • PALATINE, IL 60067-5339

Telephone (847) 359-9042 • Fax (847) 776-4733

www.palatine.il.us

DESIGNATING AN AGENT

A designated agent acts on behalf of the rental property owner. If you, the owner, are unable to attend the scheduled inspection, or attend a Crime Free Multi-Housing educational seminar, you must designate an agent for your property.

If you live a significant distance from Palatine, it is recommended that you appoint an agent for your property.

An agent does not need to be a property manager or real estate agent. You can designate a close friend, family member, or tenant over the age of 18. **(Please note, tenants can be designated as agents for inspection purposes only)**

You may designate multiple agents if needed. All agent names and contact information must be listed on the rental property profile.

If you designate a property management company as your agent, you must provide the company's name and contact information, as well as the names and contact information of all employees who will communicate with Village staff, schedule or be present for the inspection, or who will complete the Crime-Free Multi-Housing requirements on your behalf.

If the owner or agent information changes, or if you need to add or delete an agent at any time, you are required to complete the 'Contact Change Form' available on the Village of Palatine website. After downloading and completing the form, email it to: neighborhoodservices@palatine.il.us

As your designated agent, your agent may:

- Communicate with Village staff regarding the rental property.
- Call our staff to schedule the inspection of the rental property, and be present at that inspection.
- Register for and attend a Crime Free Multi-Housing Educational Seminar, and adopt and enforce a Crime Free Lease Addendum.

OUT OF STATE OWNERS

If you live outside of Illinois, you are required by Village ordinance to designate a local agent. The agent represents an out of state owner in the event of an emergency at the rental property, and can schedule and be present for inspection appointments, and become certified in the Crime Free Multi-Housing Program.

If you have any questions regarding designating an agent, please contact our office at 847-359-9042.