



# VILLAGE OF RIVERDALE

157 W. 144<sup>th</sup> Street  
Riverdale, IL 60827-2707  
Phone (708) 841-2200 • Fax (708) 841-7587

Dear Property Owner:

It has come to our attention that you are the owner of a rental property in the Village of Riverdale. Per Chapter 15 in Riverdale Code of Ordinances, all rental properties are required to be licensed annually. Please note that a rental property refers to any property that has 2 or more units or a single-family home, townhouse or condominium that is non-owner occupied.

Please complete (in full) and return the enclosed application along with your license fee. **The license fee for single-family homes, townhouses, condominiums and, 2-unit dwellings is \$50. The license fee for dwellings with 3 or more units is \$20 per dwelling unit.**

**You must apply for your Rental license within ten (10) days of receiving this notice. Your license fee will double if not received within that time.**

You must schedule and comply with the Village Inspection and attend the Crime Free Housing Seminar in order to receive your Rental License. You can find out more information and schedule a date to attend the Crime Free Housing Seminar by calling the Riverdale Police Department at (708)841-2203. A copy of the Crime Free Lease Addendum must also be signed by you and your tenant and retained in your records.

In addition, you must have a valid Occupancy Permit in order to rent out your property. An occupancy Permit must be applied for between each tenant. If you are unsure if you have a valid Occupancy Permit on file, please contact our office. Landlords renting without a valid Occupancy Permit will be fined. More information is available and forms can be downloaded at [www.villageofriverdale.org](http://www.villageofriverdale.org).

If you feel you have received this notice in error or for any other questions, please contact our office at (708)841-2200. Failure to respond to this notice will result in fines being imposed to the owner of the rental property as reflected by our current records.

Sincerely,

*Village of Riverdale*