



VILLAGE OF BRIDGEVIEW
BUILDING DEPARTMENT
OFFICE OF BUILDING COMMISSIONER

7500 SOUTH OKETO AVENUE • BRIDGEVIEW, ILLINOIS 60455
708-594-2525 • FAX 708-924-8095

INFORMATION SHEET FOR RENTAL PROPERTY MANAGERS

1. TIME FOR REGISTRATION

The registration statement shall be filed each calendar year. In the event the rental manager is employed with respect to rental housing for any property after the registration is filed, then the rental manager shall file an amended registration statement with twenty (20) days after such new employment, which amendment shall list the street address and permanent index number of such building. Registration shall be effective for a period of one (1) year.

2. REGISTRATION FEE

A registration fee of \$20.00 for each rental unit within the building shall be paid at the time of filing the registration statement (or amendment thereto) provided that the registration statement is timely filed.

The registration fee for a late registration shall be \$40.00 for each building. Fees shall not be prorated.



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INTERIOR CHECKLIST FOR RESIDENTIAL RENTAL PROPERTY

SMOKE DETECTORS

Located in every building unit on every level and within fifteen feet (15') of every sleeping space; in each interior stairwell of multiple family buildings; installed on a ceiling at least six inches (6") from any wall or on a wall located in between four to six inches (4-6") from an adjacent ceiling; supplied by rental property owner and maintained by occupant.

STORAGE

Sufficient clearance of combustible materials to electrical, plumbing and mechanical equipment (panel boards/fuse boxes, water heaters and furnaces); no accumulation of garbage or rubbish; and no obstruction of exits, stairs or hallways.

SURFACES

Ceilings, walls, floors and food preparation areas maintained in good condition, clean and sanitary and free from holes, cracks and defects.

WINDOWS

In good condition and easily openable with insect screens; emergency escape means required in all sleeping rooms.

DOORS & FRAMES

In good condition and functional without unapproved hardware restricting emergency escape means.

HANDRAILS & GUARDRAILS

In good condition required for stairs having more than four (4) risers and open walking surfaces more than thirty inches (30") above floor level below.

ELECTRICAL EQUIPMENT

Light fixtures, protective cover plates and wiring, complete intact and safe without hazardous conditions; accessibility to panel boards/fuse boxes; adequate illumination of common stairs, hallways and non-habitable space.

PLUMBING EQUIPMENT

fixtures, pipes and connections free from leaks, obstructions and defects; adequate pressure and temperature of water supply; no openings to sanitary drainage system with a "P" trap.

MECHANICAL EQUIPMENT

Heating and cooking appliances, pipes and connections installed in an approved manner, clean and free from defects; proper venting of fuel burning appliances to the exterior.

HEAT

Dwelling units provided with heating facilities capable of maintaining a room temperature of sixty-five degrees Fahrenheit (65°F) in all habitable areas, bathrooms and toilet rooms.

HABITABLE SPACE

Approved light and ventilation required; minimal ceiling height of seven feet (7'); minimal room width of seven feet (7').

OCCUPANCY

Overcrowding: Dwelling units shall not be occupied by more occupants than permitted by Table 404.5 of the Property Maintenance Code. If any room used for residential purposes is overcrowded, the Code Official may order the number of persons reduced in order to conform to the minimum area requirements of Table 404.5. It shall be prohibited to use for sleeping purposes any kitchen, hallway, closet, basement, storage room, public area, dining room or living room (except that a living room may be used for sleeping purposes of a guest for not more than two (2) consecutive nights).



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The undersigned being first duly sworn on oath, deposes and states as follows:

1. That I am one of the owners of the property located at

_____ Village of Bridgeview, Illinois.

2. That the property is currently being used as and has been used at all times in the past twelve (12) months as a single-family owner occupied residence.

3. That the current occupants of the property and their relationship (spouse, child, grandchild, etc.) to me are:

4. That no rent or income of any type is derived from the property and that all persons occupying the property do not pay rent.

5. That I understand that if the property is rented to an occupant, that I am required to file a registration statement with the Building Department of the Village of Bridgeview and obtain an inspection certificate therefore.

Date: _____

Signature

Printed name

Address

Telephone Number

Email