



**RENTAL REGISTRATION AND INSPECTION PROGRAM  
 VACANT STRUCTURE REGISTRATION PROGRAM  
REQUEST FOR EXEMPTION FORM**

<b>Property Address</b>	
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*Please explain below the reason(s) the property in question does not qualify to be Registered as Rental Property or Registered as a Vacant Structure*

Secondary Residence (*I live here more than 6 months out of the year*)

Immediate Family member lives rent free in home.  
*Provide 2 proofs of residency (utility bill, Drivers License, etc.).*

<b>Occupant Name (s)</b>			
<b>Total # of Occupant(s)</b>		<b>Relationship to Owner</b>	
<b>Contact Number and/or Email</b>			
<b>Signature:</b>		<b>Date:</b>	

Property is currently listed for sale (*if yes, please register as a Vacant Structure*)

Property is Vacant (*if yes, please register as a Vacant Structure*)

Other \_\_\_\_\_

**I DECLARE UNDER PENALTY OF PERJURY THAT THIS STATEMENT TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE AND COMPLETE STATEMENT.**

<b>Property Owner Name</b>			
<b>Mailing Address</b>			
<b>Contact Number</b>			
<b>Email</b>			
<b>Signature:</b>		<b>Date:</b>	

**Please mail completed form to:**

City of Edwardsville, Public Works Department, Attention: Rental/Vacant  
 200 E Park St, Edwardsville, IL 62025  
 Office: 618-692-2331

Email: [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com)

Website: [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental) or [www.cityofedwardsville.com/vacant](http://www.cityofedwardsville.com/vacant)