

RENTAL REGISTRATION RENEWAL 2022



**RENTAL REGISTRATION RENEWALS FOR 2022 WILL BE MAILED
THE WEEK OF NOVEMBER 15, 2021**

RENTAL REGISTRATION RENEWAL DUE DATE:

January 1st annually.

LATE REGISTRATION:

All incomplete Registrations or Registrations received After January 31st will be charged a \$75.00 late fee per unit.

WHEN I RECEIVE THE RENEWAL FORM:

- ✓ Verify the information on the Registration Renewal is correct – if not, make corrections on the form.
- ✓ Complete the Tenant Information.
- ✓ Sign the acknowledgment on the back of the Registration Renewal Form.
- ✓ Include Payment. All properties can be mailed together with a check for the total amount due.
- ✓ Mail or use the payment drop box at:
City of Edwardsville - 118 Hillsboro Avenue - Edwardsville, IL 62025 - Attn: Rental Registration
- ✓ If you have any questions, please call 618-692-2331 or email rentalregistration@cityofedwardsville.com

I MISPLACED THE REGISTRATION FORM / I HAVE ADDITIONAL PROPERTIES: If you misplace the Rental Registration Renewal Form mailed to the address on file **or** you have additional properties to register – you can complete an online application at: www.cityofedwardsville.com/rental **or** Print and complete a Rental Registration Form from the website.



I NO LONGER OWN RENTAL PROPERTY: Complete a Deregistration Form online at www.cityofedwardsville.com/rental **or** email rentalregistration@cityofedwardsville.com and let us know the address, owner, and reason to deregister. We will update our records and you will avoid late fees for non-compliance.

RENTAL INSPECTIONS:

We are scheduling Rental Inspections while the properties are empty prior to new occupants moving in. Please call us at 618-692-2331 to schedule. We can typically schedule a same day inspection if needed.



A copy of the **Safe Housing Inspection Checklist** and **What to Expect During an Inspection** is available online at www.cityofedwardsville.com/rental

WHERE CAN I FIND A COPY OF THE ORDINANCE?:



www.cityofedwardsville.com/rental