

RENTAL REGISTRATION RENEWAL 2024



**RENTAL REGISTRATION RENEWALS FOR 2024 WILL BE MAILED
THE WEEK OF NOVEMBER 13, 2023**

RENTAL REGISTRATION RENEWAL DUE DATE:

January 1st annually.

LATE REGISTRATION:

All incomplete Registrations or Registrations received after
January 31, 2024 will be charged a \$75.00 late fee per unit.

WHEN YOU RECEIVE THE 2024 RENTAL REGISTRATION RENEWAL FORM:

- ✓ Verify that the information on the Registration Renewal is correct – if not, make corrections on the form.
- ✓ Complete the Tenant Information.
- ✓ Read and Sign the acknowledgment on the back of the Registration Renewal Form.
- ✓ Include Payment. Multiple 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

IF YOU MISPLACE THE REGISTRATION FORM OR HAVE ADDITIONAL PROPERTIES you can complete an online application at www.cityofedwardsville.com/rental or Print and complete a **Rental Registration Form** from the website.



IF YOU NO LONGER OWN RENTAL PROPERTY complete a **Deregistration Form** online at www.cityofedwardsville.com/rental or email rentalregistration@cityofedwardsville.com and provide the property address, owner, and reason to deregister. We will update our records and you may avoid late fees for non-compliance.

RENTAL INSPECTIONS:

Please schedule a Rental Inspection prior to new occupants moving in. You can schedule an inspection by contacting our office at 618-692-2331 or email rentalregistration@cityofedwardsville.com. We can typically perform a same day inspection.



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

WHERE CAN YOU FIND A COPY OF THE RENTAL ORDINANCE:
Rental Registration and Inspection Ordinance

