



# RENTAL PROPERTY INSPECTION PROGRAM APPLICATION

PO Box 248  
306 Prairie St.  
Germantown, IL 62245  
618-523-4243

Inspection Fee: A fee of \$50.00 for a rental inspection permit will be applicable to each rental unit. This fee will allow for one follow up inspection if there are items to be addressed. Further inspections required for approval will incur an additional \$20.00 fee for each. All fees and/or fines must be paid in full before an Occupancy Permit is issued.

Inspector:		Application #	
Inspection Date:	Time:	Re-inspection Date:	Time:

### A. Location of Property

Address: \_\_\_\_\_ Residential:  Commercial:

Is This Property Occupied? Yes  No  Is The Property: Newly Built  Under 5 yrs.

### B. Property Owner

Name/DBA: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### C. Owner Representative/Applicant (if different from above)

Name/DBA: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Water / Sewer bills are currently sent to (check one):  Property Owner  Tenant \_\_\_\_\_

Disclosure Agreement	
I have the authority to complete this form as a representative of the property to be inspected and will ensure access to the property at the time(s) above. I also understand all issued occupancy permits are valid for twelve (12) months following the approved inspection date, and changes of occupancy after that date require a new inspection.	
<b>INCOMPLETE APPLICATIONS ARE VOID AND WILL NOT BE CONSIDERED.</b>	

\_\_\_\_\_  
**Property Owner / Authorized Owner Agent Signature** **Date**

(This Section to be completed by Village Personnel only)

Bedroom #1	X	=	s.f.
Bedroom #2	X	=	s.f.
Bedroom #3	X	=	s.f.
Bedroom #4	X	=	s.f.
		=	s.f.

Legal Occupancy #	
	Bedrooms
	People

Unconditional  Conditional – (See Comments for Details)

Comments: \_\_\_\_\_

Inspector Approval \_\_\_\_\_ Date \_\_\_\_\_