

Date \_\_\_\_\_

- 1<sup>st</sup> Inspection \$50.00
- Re-inspection \$50.00



# Residential Rental Inspection Application

## OWNER'S INFORMATION

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

Contact Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Owner's Address \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Date Lease Will Begin: \_\_\_\_\_

Is there a Lock Box on home?    Yes     No     Lock Box # \_\_\_\_\_

## TENANT'S INFORMATION

Tenant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please note: Once occupancy has occurred, responsible parties are to come to the village hall and do the following, where applicable:*

- ❖ Sign up for water service (must provide a copy of a fully executed lease, and a driver's license)
- ❖ Register their home alarm system (\$25 one-time fee)
- ❖ Obtain a Village dog license (\$10 yearly)
- ❖ Pick up new resident packet

## OFFICE USE ONLY

(Must be Completed)

### WATER DEPT.

Is there an outstanding water bill?

Yes     No

Amount of water bill due: \_\_\_\_\_

Date of final water reading: \_\_\_\_\_

Is water on in the home? Yes     No

### BUILDING DEPT.

Any outstanding liens/invoices on property?

Yes     No

Total due for liens/invoices \_\_\_\_\_