



# Short Term Rental Registration

For the period running through December 31, 2022

## Property Information

1) Property Owner Name: \_\_\_\_\_

2) Property Address: \_\_\_\_\_

a. Total Number of Bedrooms in the House \_\_\_\_\_ Number of Bedrooms to be Rented: \_\_\_\_\_

b. Square Footage of Short Term Rental Bedroom 1: \_\_\_\_\_

i. Square Footage of Short Term Rental Bedroom 2: \_\_\_\_\_

3) Property Owner Phone Number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

4) Property Owner E-mail Address: \_\_\_\_\_

5) Secondary Emergency Contact Information Name: \_\_\_\_\_

a. Mailing Address: \_\_\_\_\_

b. Phone Number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

c. Email Address: \_\_\_\_\_

6) Organization(s) the Short Term Rental is Listed on (ex: Airbnb, Booking.com, Vrbo): \_\_\_\_\_

a. Has your Short Term Rental ever been denied, suspended or revoked, IF YES, please explain the reason:

\_\_\_\_\_  
\_\_\_\_\_

b. Independent Website for Short Term Rental (if applicable): \_\_\_\_\_

\_\_\_\_\_

7) Description of the Short Term Rental and Amenities offered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. Special Limitations of the Short Term Rental (ex: No pets, no children): \_\_\_\_\_



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b. Short Term Rental Duration Offered (Ex: 2-days, weekly):

\_\_\_\_\_  
\_\_\_\_\_

8) Is the home equipped with the required fire protection equipment as established in Chapter 6 of the Municipal Code?

a. Yes \_\_\_\_\_

b. No \_\_\_\_\_

9) Type of Short Term Rental: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual Ownership \_\_\_\_\_

LLC \_\_\_\_\_ Other \_\_\_\_\_

10) Please provide:

- a. Plat of survey/site plan to show the house, other structures and parking availability.
- b. Floor plan depicting the room(s) to be rented.
- c. Property Owner Name and address for all parcels that abut the short-term rental property.

## **Property Owner Signature and Certifications**

I certify that the above information is true and correct to the best of my knowledge. I certify that I have read Ordinance 2021-7 and understand the conditions under which a Short-Term Rental is permitted. I understand that the Village of Northbrook is authorized to reject or revoke registration in the event that the Village determines the property to be used as a Short-Term Rental does not meet the applicable standards of Ordinance 2021-7. I understand that the approval of this registration constitutes approval to list the Short-Term Rental on a hosting platform for the one calendar year following the date of acceptance by the Village and that the use of the Short-Term Rental subsequent to that period will require a new annual registration with the Village of Northbrook.

### **Primary Residence Affidavit**

1. I reside at \_\_\_\_\_, Northbrook, Illinois.
2. The property located at the above address is currently my legal, permanent residence for government purposes, including property taxes and voter registration.



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3. I do not have more than one residence within the Village of Northbrook and the above address is my primary residence.
4. I will reside, and be on the premise, for the duration of all short term rental stays at the property.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Village of Northbrook

## Short Term Rental Neighboring Property Owner Instruction Form

### **Instructions**

Prior to the first rental of a short-term rental in any calendar year, the owner or long-term tenant of the dwelling unit must deliver written notice by mail or personal delivery to the owners of all parcels that abut the property on which the short-term rental will be located of the owner's or long term tenant's intent to offer their dwelling unit as a short-term rental. Confirmation of mailed/delivered notice must be submitted to the Village by completing this form and returning it to the Village Manager's Office. The written notice must include:

- the rental registration number of the property, as provided by the Village Manager; and
- contact information for the owner or long-term tenant of the short-term rental.

**I have (check one):**  Mailed  Hand Delivered the attached copy of Notice for my Proposed Registered Short Term Rental Property to:

Abutting Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Northbrook, IL 60062

Abutting Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Northbrook, IL 60062

Abutting Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Northbrook, IL 60062

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