



ANNUAL RENTAL PROPERTY REGISTRATION RENEWAL

Fee: \$22/ Unit*
*\$40/unit for fraternities and sororities

Owner name _____
Owner Street address _____
Owner City, St. Zip _____

Please choose one:
 Initial registration
 Renewal

Please fill in the information below. This ensures that we have the most current information on file. Please return this form, with your payment, to the Office of Community Development. Make checks payable to "City of Macomb". Please see second page for important information and fee schedule. A local property manager is required if you live more than 50 miles from Macomb. The manager cannot be the owner. Please write legibly.

Owner business phone: _____ Manager Name: _____
Home phone number: _____ Manager Address: _____
Cell phone number: _____ Manager Phone: _____
Email: _____ Manager Email: _____

Property: Please list all specific unit addresses

Unit number and Type

Example: 123 Main St

Ex: 4 Apts or SF home

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Use additional sheets, if necessary. You may attach a separate list. Thank you!

Make checks payable to the City of Macomb
Return Completed Form To: Office of Community Development City Hall 2nd Floor 232 E. Jackson St.,
Macomb IL 61455 or rhi@cityofmacomb.com
Please call the Community Development Office with any questions: (309) 833-4944.

NOTICE TO RESIDENTIAL RENTAL PROPERTY OWNERS

Section 13-72 of the Macomb Municipal Code requires all owners of residential rental property within the City of Macomb to register such property on an annual basis with the Office of Community Development. Registration is due by December 31 for the following calendar year. **Owners of residential rental property who reside more than 50 miles from Macomb must designate a local property manager.**

Section 13-75 of the Macomb Municipal Code requires every owner of residential rental property within the City of Macomb to pay an annual **per unit** registration fee in accordance with the following schedule:

Following Fees Initiated May, 2018:

Single Family Home	\$22.00 per Home
Mobile Home	\$22.00 per Mobile Home
Multiple Family Dwelling/Apartment Building With Less Than 20 Units	\$22.00 per Unit
Multiple Family Dwelling/Apartment Building With 20 or More Units	\$22.00 per Unit
Fraternity/Sorority	\$40.00 per Unit

Every owner who fails to register every property required to be registered pursuant to Section 13-72 on or before December 31, of each year shall pay a **late fee of \$25.00 per unit** if such property is registered by January 31 and a **late fee of \$50.00 per unit** if the property is registered after January 31.

On the reverse side of this letter, please fill out all current information. During the year, please contact our office within 10 days of any change in ownership, management, address, phone number, etc. Return this letter and your registration fee to the Office of Community Development, City Hall, P.O. Box 377, 232 E. Jackson St., Macomb, IL 61455 or email them to rhi@cityofmacomb.com. The link to pay online is <https://cityofmacomb.com/city-payments/> “Choose Building and Zoning Permits and Fees” Please be aware our credit card vendor does charge a fee for all online payments.

If you have residential rental property that is not currently registered, please contact the Office of Community Development, at the above address or email us at rhi@cityofmacomb.com or visit our website at <https://cityofmacomb.com/community-development/> under rental forms on the right hand side for blank registration forms.

If you have any questions, please contact the Office of Community Development at 309-833-4944.

Thank you!

FEES WILL BE ASSESSED AFTER DECEMBER 31ST

Please be aware that any information provided herein may be subject to disclosure under the Freedom of Information Act.