



# Village of Woodridge

Community Development Department – Five Plaza Drive – Woodridge, IL 60517-5014  
(630)719-4750 – TTY (630)719-2497 – FAX (630)719-2900

## MULTI-FAMILY DWELLING LICENSE APPLICATION

### CHECKLIST

**Be sure to include the following requirements as outlined in Chapter 9 (copy attached) of the Woodridge Village Code titled Licensing of Multi-Family Dwellings when submitting the application for a Multi-Family Dwelling License and license fees:**

- Right of Entry:** All leases shall include the Right of Entry language (see attached) (3-9-3I).
- Multi-Family Dwelling License Fee** (3-9-5A).
- Owner Requirements:** Name, address, birth date, work and home telephone numbers of each owner of the multi-family dwelling (3-9-3A). See application for requirements if owner is a land trust.
- Managing Agent:** Name, address, birth date, work and home telephone numbers of any person appointed as managing agent of the multi-family dwelling (3-9-3B).
- Management Agreement:** Attach a copy of the written management agreement between the owner and the managing agent. If no written agreement exists, the owner and managing agent shall attach an executed statement setting forth the terms of the managing agent's authority to rent, manage, and make expenditures with respect to the multi-family dwelling (3-9-3C).
- Janitor(s) or engineer(s) in charge of maintenance (interior and exterior):** Name, address, work and home telephone numbers of the janitor(s) or engineer(s) in charge of maintenance of the multi-family dwelling and its heating, cooling, plumbing and electrical systems – attach statement of the janitor(s) or engineer(s) authority to maintain and repair systems, including emergency repairs (3-9-3D).
- Authorized Agent:** Name, address, birth date, work and home telephone numbers of an agent authorized by the owner to accept notices and process (3-9-3F)
- Fire Alarm Systems:** The name, address and telephone number of each company that services the fire alarm systems and/or elevators (3-9-3G). Be sure to include a copy of the fire alarm certification for the prior year.
- Improvements:** A copy of a plan evidencing what improvements, renovation(s) and/or replacements are budgeted for the license year (3-9-3H).

**Please note that all applications without the required attachments will be returned and late charges will be applied.**