

**COSTS AND STEPS INVOLVED TO BE A LANDLORD**  
**Within the Village of Bolingbrook**

1) YEARLY LANDLORD LICENSE FEE \$75.00

Obtain your license first after viewing the video available online at [www.bolingbrook.com/rent](http://www.bolingbrook.com/rent) or from the home page go to "Departments" then click on "Police" then click on "Good Neighbor Rent/Lease" tab. Any questions regarding the Landlord license, please call 630-226-8609

2) RENTAL INSPECTION FEE IS; \$125.00 if vacant, \$250.00 if occupied at time of inspection, the fee must be paid PRIOR to the inspection.

Next Step is to set-up an inspection by calling (630) 226-8760. The inspection will take roughly 25-30 minutes and requires the landlord or manager be present during the inspection.

3) SCHEDULE a Fossil Fuel Inspection- Done by a contractor approved and on Village list. Their fees vary.

A & Air	23731 W. Cotswald, Plainfield	815-439-3535
Air Care Heating & Cooling	104 Park Lawn Ct., Bolingbrook	630-739-4221
Duall Heating	419 Foxborough, Bolingbrook	630-378-0036
George's Heating & Cooling	227 Millstream, Bolingbrook	630-816-9817
Glenn's Refrigeration	1029 Raintree Drive, Bolingbrook	630-427-9129
Just Right Heating	539 E. Briarcliff Rd., Bolingbrook	630-739-1476

\*\*\*The Village of Bolingbrook does not endorse, recommend or require the use of any specific vendor or contractor, nor does the Village vouch for any contractors' workmanship, timeliness or ability. The contractors listed are those vendors registered with the Village which only means that they have met the Village's licensing requirements. \*\*\*

This inspection must be done BEFORE a tenant can move in, if you are using anyone not on the list above please **CALL the building department at (630) 226- 8470 to confirm your contractor is currently registered with the Village before you hire them!**

4) Complete and turn in a Rental Occupancy Permit form, prior to tenant moving in along with the Mandatory Lease addendum, which prohibits criminal activity at location to be rented.

5) If the rental has a **Home Owners Association**, You will have to obtain a letter which must state that you have permission to rent your home, and does not exceed the stated rental cap set forth by your association and that all association dues are current and up to date. You will not be able to rent your property unless BOTH stipulations are met.

6) If you are unable to go online, forms are available in the Code Enforcement Offices.

7) **If you have any questions, please contact Code Enforcement directly at (630) 226-8760**