



RESIDENTIAL OCCUPANCY APPLICATION

Application & Checklist

Village of Round Lake Beach 1937 Municipal Way, Round Lake Beach, IL 60073
 847-546-2351 | ResidentialPermitting@RoundLakeBeachIL.gov | roundlakebeachil.gov

PROPERTY INFORMATION

Address: _____

CONTACT INFORMATION

Owner Name: _____	Agent Name: _____
Forwarding Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

CLOSING DETAILS

Closing Date: _____
Requested exterior inspection: _____ <small>(48hr notice after payment, application, water meter photo received)</small>
Inside Water meter read: _____
Final Water bill requested: _____ <small>Date cannot be more than five days from Closing date and a new water meter read needs to be provided to this email residentialpermitting@roundlakebeachil.gov</small>

Use this checklist to help you expedite the process.

Checklist: Verify that all required items are in working order and in the correct locations. After completing this form return to Village Hall in person or email residentialpermitting@roundlakebeachil.gov Schedule exterior inspection 48 hours in advance by calling 847-546-2351 after returning this form	OFFICE USE ONLY
<input type="checkbox"/> Provide proof of a licensed home inspection report OR confirm the below items:	
<input type="checkbox"/> Smoke detectors, one in each sleeping room and one on each level of home	
<input type="checkbox"/> Carbon Monoxide, one within 15 feet of sleeping rooms	
<input type="checkbox"/> Stairways, walls, floors are sound and in good repair	
<input type="checkbox"/> Property is free of mold or other environmental hazards	
<input type="checkbox"/> Property is free from infestation	
<input type="checkbox"/> Outlets within 6 feet of water sources are GFCI protected	
<input type="checkbox"/> All outlets and switches have cover plates, no open or hanging wires	
<input type="checkbox"/> Furnace and chimney flue are in good repair	
<input type="checkbox"/> Sump pump and ejector pit have tight fitting covers	
<input type="checkbox"/> Provide date stamped photo of inside water meter	
<input type="checkbox"/> Property sold as is, new owner responsible for obtaining any required permits	

Office Use Only

Water meter read: Interior: _____ Exterior: _____ Match & Seal: Y N

Owner's Representative Legal Statement: By signing below, the Applicant certifies that all provisions of the ordinances of VRLB shall be complied with and that all information provided herein is true and correct, to the best of their knowledge; and that I have been authorized to submit this application as his or her agent.

Signature of Homeowner/Agent: _____ Date: _____

Payment

If you would like to submit credit card payment information to make payment of the \$60 inspection fee fill out the information below. If you would like to call out office to make payment over the phone after submittal call (847) 546 -2351

Credit Card Information

By signing and completing the fields below you as the legal authorized credit card user are permitting the Village of Round Lake Beach to debit your account for the amount of \$60 on or after the initial submittal date. This permission is for a single transaction only, and does not provide authorization of any additional unrelated debits or credits to your account.



First Name: _____

Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Credit Card Number: _____

Date of Expiration(MM/YY): _____

CVV(Security Code): _____

Authorizing Payment

I authorize the Village of Round Lake Beach to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount of \$60 and is valid for one (1) time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature: _____

Date: _____