



Short-Term Rental Registration

For this calendar year running through December 31st

Property Information

1. Property Owner Name: _____

2. Property Address: _____
 - Total Number of Bedrooms in the House _____
 - Number of Bedrooms to be Rented _____
 - Square Footage of Rental Bedroom #1 _____
 - Square Footage of Rental Bedroom #2 _____

3. Property Owner Phone Number: _____

4. Property Owner Email Address: _____

5. Secondary Emergency Contact Information:
 - Name: _____
 - Phone Number: _____
 - Email Address: _____
 - Mailing Address: _____

6. Organization(s) the Short-Term Rental is Listed on (e.g.: Airbnb, [Booking.com](https://www.booking.com), Vrbo):

7. Independent Website for Short-Term Rental (if applicable): _____
 - Has your short-term rental ever been denied, suspended, or revoked? If “yes”, please explain the reason/circumstances: _____

8. Description of the Short-Term Rental and Amenities Offered: _____

 - Special Limitations of the Short-Term Rental (e.g. No Pets, No Smoking, Parking Restrictions) _____
 - Short-Term Rental Duration Offered (e.g. 2 Nights, Week Minimum) _____



9. Is the home equipped with required fire protection equipment as established in Chapter 6 of the Village of Northbrook Municipal Code? Yes _____ No _____

10. Type of Entity Offering the Short-Term Rental:

Corporation _____ Partnership _____ Individual Owner _____
Other (Please Specify) _____

11. Please provide the following:

- Plat of Survey/Site Plan Showing the House, Parking and any other Structures
- Floor Plan Showing the Room(s) to be Rented
- Property Owner Names and Addresses for all Parcels that abut the Short-Term Rental

Property Owner Signature and Certification

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.
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: _____



FOR OFFICE USE ONLY

Approved

Not Approved due to:

- _____
- _____
- _____

COMPLETED BY VILLAGE STAFF: _____

Date: ____/____/20____



Short-Term Rental Neighboring Property Owner Instructions

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 (select one): _____ Mailed

_____ Hand-Delivered the Attached Copy of Notice for my
Proposed Registered Short Term Rental Property to:

Abutting Property Owner Name: _____

Address: _____

Abutting Property Owner Name: _____

Address: _____

Abutting Property Owner Name: _____

Address: _____

Abutting Property Owner Name: _____

Address: _____

Abutting Property Owner Name: _____

Address: _____