



# Village of Rantoul

Department of Building Safety  
Division of Rental Inspections

333 S. Tanner Street  
Rantoul, IL 61866

Phone 217.892.6804  
Fax 217.892.6871

## OWNER-OCCUPIED EXEMPTION FORM

Dear Property Owners:

*Village Ordinance 2514* requires ALL RESIDENTIAL PROPERTY TO BE REGISTERED per Village Ordinance. *Registration* is simply completing a form that identifies the current use of the residence.

**As long as you own and occupy the unit, this is a one-time registration. Registrations are not transferable. New owners are required to register within 30-days of any transfer of ownership.** If purchasing property under a CONTRACT FOR DEED a copy of the contract must be provided at the time of registration. If the property becomes Rental Property the owner is required to complete the *Rental Property Registration Application*.

**Please complete and return the bottom portion of this form to: Division of Rental Inspections, 333 S. Tanner St., Rantoul, Illinois 61866. Failure to return this form will indicate to the Village that this property is rental property and will be subjected to late fees and fines.**

If you have any questions, please call me at 217.892.6804 or e-mail me [apartida@myrantoul.com](mailto:apartida@myrantoul.com).

*Angelica L Partida*

Angelica L Partida

Building Safety Property Assistant

----- ✂ Detach, complete in its entirety and return this portion ✂ -----

Address of property: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Print Name)

Will YOU be occupying the unit? YES \_\_\_ NO \_\_\_

If not, please list the name of the occupant and their relationship to you.

\_\_\_\_\_

I hereby state I am the owner of the above-mentioned property and that the information provided is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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