



BUILDING DEPARTMENT
350 VICTORY DRIVE, PARK FOREST, IL 60466
708-503-7703

REQUIRED BY VILLAGE OF PARK FOREST
CODE OF ORDINANCES SECTION 18-255

Application for Change of Occupancy Inspection

FOR RENTAL OCCUPANCY

PLEASE CHECK ONE:

Housing Choice Voucher Program (Section 8)

Rental

FEE SCHEDULE:	\$100.00	Single Family Unattached & Attached (Condo)	QUICK CODE 196
	\$50.00	Multi Family	QUICK CODE 197

- ⇒ A COPY OF THE SIGNED AND DATED LEASE MUST BE PROVIDED AT THE TIME OF APPLICATION
- ⇒ ALL UTILITIES MUST BE ON BY THE DATE OF THE INSPECTION
- ⇒ A MINIMUM OF 7 DAYS IS REQUIRED TO SET UP AND RECEIVE AN APPOINTMENT FOR INSPECTION
- ⇒ DWELLING MUST BE VACANT AND READY FOR INSPECTION
- ⇒ WRITTEN VERIFICATION OF COMPLIANCE FOR CRIME FREE HOUSING FROM THE PF POLICE DEPARTMENT

ADDRESS OF PROPERTY TO BE INSPECTED: _____

Name of **Property Owner** _____ Telephone (_____) _____

Address of **Property Owner** _____

City/State/Zip of **Property Owner** _____

OWNER OR AGENT MUST BE PRESENT FOR INSPECTION.

AGENT FOR OWNER:

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____

FOR BUILDING DEPARTMENT USE ONLY			
Application processed by: _____			
<input type="checkbox"/> Ledger	<input type="checkbox"/> Crime Free	<input type="checkbox"/> Lease	
<input type="checkbox"/> Landlord List	<input type="checkbox"/> Black Bear		
Inspection Date _____	<input type="checkbox"/> P	<input type="checkbox"/> F	
Reinspection Date _____	<input type="checkbox"/> P	<input type="checkbox"/> F	
CERT OF OCC _____	<input type="checkbox"/> KF	<input type="checkbox"/> JM	<input type="checkbox"/> EM
CO _____	<input type="checkbox"/> Black Bear	<input type="checkbox"/> Ledger	Entered by: _____
WATER DEPARTMENT			
Checked by: _____		Date _____	

NAME PROSPECTIVE OCCUPANTS:

Children's Names and Ages (if under 18 years of age):

Date of Occupancy: _____

Total Number of Occupants: _____

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS IN, OR FALSIFICATIONS OF THE STATEMENTS WRITTEN IN THIS APPLICATION. I AM AWARE THAT, SHOULD INVESTIGATION DISCLOSE SUCH EVIDENCE, MY APPLICATION WILL BE REJECTED AND I MAY BE SUBJECT TO A FINE.

Signature _____

Date _____