



Department of Health & Human Services
2100 Ridge Avenue,
Evanston, IL 60201
P: 847-448-4311
health@cityofevanston.org

ROOM SHARING REGISTRATION

This registration is for those who receive rental assistance for a room they are renting from a single family dwelling unit or any other dwelling in the City of Evanston. The purpose of this registration is to promote the public health, safety, and welfare of those receiving rental assistance by conducting life safety property-related inspections at the properties where they reside.

Registration is required annually with General Assistance Renewal

Registration Type: (select one)

New Registration Renewal

Updated Contact Information

Requirements for Registration

- Lease
- Floor plan indicating location of room(s) being rented and shared common areas

Applications submitted without the required documents will not be considered. Following review of the application Property Standards will contact the property owner to schedule required inspection.

Please check all that apply:

Multi-Family Building # of Units: _____ Single Family Home Condo – Unit # _____

Number of rooms rented for room sharing: _____

Property Address _____ Evanston, IL ZIP _____ PIN _____

NOTE: POST OFFICE BOXES WILL NOT BE ACCEPTED. PLEASE PROVIDE A STREET ADDRESS FOR NOTIFICATIONS.

Authorized agents must be twenty-one (21) years of age or older and maintain an office in Cook County, Illinois.

If an agent is between eighteen (18) and twenty-one (21) years of age, he/she must possess a valid Illinois Real Estate license

Owner Agent/Management Other _____

Name _____

Company Name _____

Mailing Address _____

City State ZIP _____

Emergency Phone _____

Daytime Phone _____

Other Phone _____

Email Address _____

I agree to accept property notification via email

Sign/Date

Owner Agent/Management Other _____

Name _____

Company Name _____

Mailing Address _____

City State ZIP _____

Emergency Phone _____

Daytime Phone _____

Other Phone _____

Email Address _____

I agree to accept property notification via email

Sign/Date