

**VILLAGE OF CARPENTERSVILLE
RENTAL LICENSING PROGRAM INFORMATION**

PURPOSE OF THE RENTAL LICENSING PROGRAM

The purpose of the Rental Licensing Program is to provide for the annual licensing and inspection of residential rental property so as to protect the public health, safety and welfare of the people of the village including:

- A. To protect the public health, safety and welfare by ensuring residential rental units comply with minimum standards for habitation, occupancy, construction maintenance, proper use and appearance.
- B. To protect the character and stability of residential neighborhoods and areas.
- C. To correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well being of persons occupying dwellings.
- D. To prevent the overcrowding of dwellings by requiring compliance with minimum space standards per occupant for each dwelling unit.
- E. To facilitate the enforcement of minimum standards for the maintenance of existing residential buildings and thus to prevent slums and blight.

REGISTERED RENTAL PROPERTY OWNERS

Registered rental property owners are responsible for renewing their license before it expires. If the license has not been renewed by the expiration date, a \$100.00 late fee will be assessed. Property owners who refuse to register their rental properties will be issued a Notice to Appear in Kane County Circuit Court.

NOTIFYING UNREGISTERED RENTAL PROPERTY OWNERS

When an unregistered property is identified as a rental property, a notice is sent to the property owner indicating that Carpentersville has a Rental Licensing Program and that that the property owner is in violation of that ordinance. This is a 10 day notice to comply. If after the initial 10-day notice the property is still unregistered, a second notice is sent – this is a 5-day notice to comply. If after the second notice has expired and the property is still not registered, a citation and notice to appear in court is issued.

WHAT IS REQUIRED DURING THE REGISTRATION PROCESS

When a rental property owner registers a rental property, the following are required:

- 1) A completed rental property application
- 2) A copy of the property owner's identification (drivers license or government issued ID)
- 3) A notarized Crime Free Rental Housing registration form/affidavit
- 4) The initial inspection must be scheduled
- 5) Payment in full

After all of the above requirements are met, a Temporary Rental Certificate is issued.

WHAT THE RENTAL REGISTRATION FEE INCLUDES

The rental registration fee covers administration of the Rental Licensing Program; the registration process; the temporary rental certificate; the initial inspection; the follow-up inspection; the Crime Free Housing Seminar; and a one-year rental license.

THE INITIAL INSPECTION*

After the property is registered and the fee is paid, an initial property inspection is conducted. An inspection checklist is provided to the property owner during the registration process so that the owner can prepare for the inspection. In most cases, the inspector will prepare a written report on-site. When this is not possible, a report will be written in the office and mailed to the property owner within five business days of the inspection. The violations must be corrected within 30 days. A follow-up inspection will be scheduled within 30-35 days following the initial inspection.

NOTE: Inspections are conducted every four years. Scheduled inspection dates will be listed on the rental license.

THE FOLLOW-UP INSPECTION*

The follow-up inspection occurs after the 30-day compliance time expires, a little over one month after the initial inspection. During this inspection, the inspector will be inspecting all violations listed on the initial report for compliance. If any violations remain, a re-inspection will be scheduled for 15 days after the follow-up inspection.

RE-INSPECTIONS*

A \$50.00 re-inspection fee is required for each re-inspection after the first re-inspection. Re-inspections will not be conducted unless the fee is paid. Failure to comply with outstanding violations or failure to pay re-inspection fees will result in the suspension of the Temporary Rental Certificate.

**The property owner is responsible for obtaining the tenant's consent for the scheduled inspections. Either the owner or the tenant may object to the inspection. If an objection is made, the village will seek an administrative search warrant to conduct the inspection(s). The inspection shall be conducted on the date set forth in the administrative search warrant.*

LICENSE

A one-year license will be issued when no violations exist. The license will expire on the last day of the month, one year from the date of registration. Example: if the registration date is July 16, 2010, the expiration date will be July 31, 2011.

Rental licenses are not transferrable. If the property is sold, the former owner (seller) is responsible for notifying the Community Development Department of the Village of Carpentersville, in writing, within 30 days. The notification shall include the following: the new owner's name (buyer), contact information (addresses/phone numbers), and the date sold (closing).

CRIME FREE RENTAL HOUSING PROGRAM

Attendance at a Crime Free Housing Seminar (CFHS) is required before a rental license can be issued. The CFHS is administered by the Carpentersville Police Dept. All questions regarding this program should be directed to Crime Prevention Officer Joe Pilarski at 847-551-3481.