



Sean R. McDermott
MAYOR

Elizabeth A. Kmet
CITY CLERK

Courtney Bolt
TREASURER

ALDERMAN
Mark G. Benson
John Finn
Thomas Frohlich
Thomas A. Mikolyzk
Scott Musillami
John Von Drasek

Dear Property Owner/Manager,

To help ensure that the City of Countryside continues to be a great place to live, work and shop, the City Council adopted an ordinance that requires the inspection and registration of all rental property (rental property is defined as any property that is not being occupied by the owner of record). Copies of the City Code Section 8-10 are available at City Hall and on the City's website www.countryside-il.org. To access the web site on the home page, on the left hand side under quick links, click on City Code. Follow the directions to access code. Once in the program, click on Title 8- Building Regulations, then Chapter 10- Licensing and Inspection of Rental Property. In 2017 the city further defined that ordinance to address immediate family members occupying a dwelling not occupied by the property owner. The definition of an immediate family member is identified as Mother, Father, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson or Granddaughter.

The purpose of this ordinance is to establish a program for the identification, registration and regulation of buildings, or portions thereof, which are rented, leased, let or sublet, to determine the responsibilities of owners of such properties, and to provide for the administration and enforcement of City laws and ordinances, including the abatement of property maintenance violations and public nuisances. To compliment the Rental Property Program, the City of Countryside recently adopted an ordinance, (15-40-O), creating a Crime Free Rental Housing Program. The Crime Free Rental Housing Program is a state-of-the-art crime prevention program designed to reduce criminal activity in and around apartments and rental properties. Countryside's newly enacted Crime Free Rental Housing Program gives rental property owners and managers a powerful tool to help reduce the chances of criminal activity in individual rented units. Rental property owners and managers must attend a Crime Free Rental Housing Seminar presented by our Crime Free Housing Coordinator. For information on the seminar dates and times, call (708) 485-3902 or visit the Countryside Police website.

The responsibility of complying with the Licensing and Inspection of the Rental Property ordinance lies with the property owner or manager. As such, the following illustrates the obligations required to be fulfilled to obtain compliance. Complete the attached license registration form and return it to the City of Countryside Building Department with the licensing fee required. If a notice of compliance has been sent to you, within 15 days of the date of notice, we require the licensing application and fee to be submitted.

As required and as determined by City Code Section 8-10-5 (C) the following fees are associated to this program and are to be remitted with the application.

Annual License Fee: \$75.00.

In addition – the first year and then every third year -

Example for a Single Family Home: Inspection fee \$150.00

Example of a 2-flat: Inspection fee \$150.00 x 2 = \$300.00

Example for a 12 Unit Apartment Building: Inspection fee \$150.00 x 12 = \$1,875.00

To reiterate, the application year and every third year, the fee due is the license fee plus the inspection fee.

Upon submittal of the license registration form and required fees if applicable, contact the Building Department at (708) 485-2352 to schedule and coordinate the required inspection(s). Such inspection(s) shall take place between 9:00 am and 12:00 pm Tuesday through Thursday. Inspection(s) are required to be scheduled within no more than fifteen (15) days after the submittal of the license registration form.

We appreciate your cooperation in this matter and thank you for helping to keep the City of Countryside a credit to us all. It is strongly urged that you obtain a copy of City Code 8-14 so that you are fully aware of your obligations.

Sincerely,

Cheryl Jordan
Code Enforcement Officer
City of Countryside Community Development Department
cjordan@countryside-il.org
708-485-2352

COMMON COMPLIANCE REQUIREMENTS FOR GENERAL RENTAL INSPECTIONS
(This list may not be all inclusive, refer to City Code 8-14-5 for Standards and Requirements)

I. EXTERIOR

- Address number posted and clearly visible from the street.
- Unit number posted on the door.
- Exterior site is clear of garbage, debris or hazards.
- The facade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- Exterior electrical outlets are properly protected and are GFCI.
- All exterior signs are in good repair (if applicable).
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed with all exterior siding, soffit, fascia, and trim in place.
- All accessory structures, including detached garages, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.

II. INTERIOR

- Fire alarm system is in good repair and in service (if applicable).
- Sprinkler system is in good repair and in service (if applicable).
- Mechanical system (including furnace, air condition unit, water heater, etc.) is in good repair.
- All framing, fixtures and ceilings (including suspended ceilings) in good repair.
- All exit doors are functional and in good repair with proper locking devices.
- Access to all exits are clear and free of obstructions.
- No storage of hazardous materials.
- All glazing is in good repair. (No broken or cracked glass.)
- All exit signs and emergency lights are functional and in good repair (if applicable).
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All electrical wiring is properly installed, protected and enclosed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All receptacles within the kitchen, within the bathroom, within the laundry room, within the garage and within 6 feet of a water source are GFCI protected.
- All electrical circuit breakers are properly labeled in the panel.
- Access to all electrical panels and disconnects are clear and free of obstructions.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- All plumbing fixtures are installed, or pipes are properly capped/terminated.
- The potable water supply is free of any possible cross-connection or contamination.
- All fuel gas systems, equipment and fixtures are in good repair and free of leaks.
- All areas of the property are free of an infestation of rodents or insects.
- Smoke detectors (UL listed and 10 year battery) are located in every bedroom (within twelve inches of the highest point) and within fifteen feet outside of each sleeping room, and on every level of the home.
- Carbon Monoxide detectors are located within fifteen feet outside of every sleeping room.
- Lighting fixtures in clothes closets located less than 12" in front of the shelf shall be either a recessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- Fire extinguisher shall be 2.5# rated ABC with pressure dial.



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License Application for Rental Properties

This section for City use only:

Number: _____ Processed: _____ PIN _____

Address of Rental Property: _____ Countryside, IL 60525

Property Type: ☐ Single Family/Townhome ☐ Condo/Apt ☐ Multi-Family (____# of Units)

Initial Inspection requested for: ____/____/____ (Note inspections are Tues or Thur between the time range of 09:00am & 2:00pm)

1. Identify the name, address and telephone number of the *legal property owner*:

Name: _____ Phone #: (____) _____ - _____

Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

2. Identify the name, address and telephone number of all person(s) with any legal interest in the building, unit or premises. (Attach a separate sheet if more than one).

3. Indicate the case name and number of any pending litigation concerning or affecting the building or rental property, including bankruptcy cases. _____

4. If an immediate family member is residing within the rental property, please list the relationship of the resident to the property owner:

a. Mother ☐ Father ☐ Son ☐ Daughter ☐ Brother ☐ Sister

b. Grandfather ☐ Grandmother ☐ Grandson ☐ Granddaughter

5. List the name of the person(s) occupying the unit or that are listed on the lease for the rental:

1) _____ 2) _____
(Please Print) (Please Print)

License Application for Rental Properties Page 2

Address of Rental Property: _____ Countryside, IL 60525

6. Identify the agent designated by the property owner, and the extent of the agent's authority (rent, manage, make decisions and expenditures, etc). **If you live more than 30 minutes away, you must select an agent.**

Agent's authority- ☐ Complete authority or: _____

Name: _____ Phone #: (_____) _____ - _____

Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

7. If this is for a condo or townhouse:

HOA: Name: _____ Phone # _____

Management Company: Company Name: _____

Contact: _____ Phone # _____

By affixing his or her signature below, the owner agrees to comply with all rules and requirements outlined by the City of Countryside in City Code Sections 8-10 and 8-14 for the Licensing and Inspection of Rental Properties, including the consent to permit the City and its inspectors to enter upon any and all portions of the licensed rental property for the purposes of making the inspections required by these City Code Sections, and the owner understands that the rental property shall not be rented, leased, let or sublet unless a rental license is in effect. Furthermore, by affixing his or her signature below, the owner indicates his or her acceptance of notice pursuant to City Code Sections 8-10 and 8-14.

Signature of Owner: _____ Date: _____

Revised: 1/31/2025