



Rental Property Handout and Permit Application

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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.

A dwelling if occupied by any of the previously defined family members, and where the property owner resides in an attached unit, shall be required to register the unit occupied by the family member and have the unit inspected, however no registration or inspection fee shall be required.

A dwelling that is being occupied by the immediate family member or a non-family member where the property owner does not reside at the location will be required to register the property under the City's Rental Program and will not be exempt from the fees and inspections outlined in that program.

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. (**See example below**).

Example for a Single Family Home

- Annual Application fee: \$50.00
- Inspection fee \$135.00 (required once every four years)
- Total fee: \$185.00

Example of a 2 flat with owner and immediate family member:

- Annual Application
- Scheduled Inspection
- Fee = \$0.00

Example of immediate family member and owner not residing:

- Annual Application fee: \$50.00
- Inspection fee \$135.00 (required once every four years)
- Total fee: \$185.00

Example for a 12 Unit Apartment

- Annual Application fee: \$50.00
- Inspection fee \$135.00 (for common areas)
- Inspection fee 3 x \$135.00 (for 25% of the units)
- Total fee: \$590.00

Upon submittal of the license registration form and required fees if applicable, contact the Building Department at (708) 354-1860 to schedule and coordinate the required inspection(s). Such inspection(s) shall take place between 9:00 am and 12:00 pm Monday through Friday (summer months) and Monday, Wednesday and Friday (winter months). 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 8-10 so that you are fully aware of your obligations. For further assistance, please call the City Hall at (708) 354-7270 for detailed information.

Sincerely,



Countryside
Planning Manager

Enclosures 2



License Application for Rental Properties

This section for City use only:
Permit Number: _____ Date Entered: _____ Fees Applicable ___ Yes ___ No

Address of Rental Property: _____ Date: _____

PIN # of Property: _____

Property Type: ___ Commercial ___ Multi-Family - ___ # of Units ___ Single Family
 ___ Condominium (___ Unit Number)

Initial Inspection requested for: ___/___/___ (Note inspections are Mon-Fri between the time range of 09:00 & 12 Noon)

1) Identify the name, address and telephone number of the legal property owner

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

Address: _____ City: _____

State: _____ Zip Code: _____ E-Mail: _____

2) If a immediate family member is residing within the rental property, please list the relationship of the resident to the property owner:

___ Mother ___ Father ___ Son ___ Daughter ___ Brother ___ Sister

___ Grandfather ___ Grandmother ___ Grandson ___ Granddaughter

3) List the name of the person occupying the unit or that is listed on the lease for the rental:

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

4) Identify the name, address and telephone number of any agent designated by the property owner, and the extent of the agent's authority (rent, manage, make decisions and expenditures, etc)

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

Address: _____ City: _____

State: _____ Zip Code: _____ Extent of Authority: _____

Please turn over – Both sides of the application must be completed to be processed Incomplete applications will be returned

5) Identify the name, address and 24-hour telephone number of any agent designated by the property owner to accept notices and process. Said agent should be a person at least twenty one years of age and who maintains a permanent address in Cook County, Illinois, to accept service on behalf of the owner, including notices, citations or service of process. (Note: A Post Office Box is not and acceptable address)

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

Address: _____ City: _____

State: _____ Zip Code: _____ Extent of Authority: _____

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

7) 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).

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 Section 8-10 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 City Code Section 8-10 for the Licensing and Inspection of Rental Properties, 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 Section 8-10.

Signature of Owner: _____ Date: _____

SPECIAL NOTE:

Property Inspection(s) are scheduled through the Building Department at (708) 354-1860. Inspection(s) shall take place between 9:00 am and 12:00 pm and the expectation is that the authorized agent to allow access to the property is on-site at the time of the inspector(s) arrival. Inspections should be made no more than fifteen (15) days after the submittal of the license registration form.

COMMON COMPLIANCE REQUIREMENTS FOR GENERAL RENTAL INSPECTIONS
(NOTE: THIS LIST MAY NOT BE ALL INCLUSIVE)

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 façade 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 along the kitchen counter, within the bathroom, within the garage or unfinished portions of the basement or 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 are located within 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.

8-14-7: MAXIMUM NUMBER OF TENANTS NOTIFICATION:

The owner of a rental residential property shall inform each tenant or occupant in writing, prior to occupancy, of the maximum number of persons allowable by the occupancy standards set forth in this code. (Ord. 15-40-0, 9-9-2015)

Occupancy Requirement Charts

Minimum Area Requirements, Minimum Area in Square Feet

Space	1-2 Occupants	3-5 Occupants	6 or More Occupants
Living Room	120 square feet	120 square feet	150 square feet
Dining Room	No Requirements	80 square feet	100 square feet

Bedrooms shall comply with the sleeping space chart

404.4.1 Room area. Every living room shall contain not less than 120 square feet (11.2 m²) and every bedroom shall contain not less than 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m²) of floor area for each occupant thereof

Square footage based on all rooms individually which are lawfully used for sleeping.

Sleeping Space Chart:

Number of Occupants	Square Feet Required
1	70
2	100
3	150
4	200
5	250
6	300
7	350
8	400
9	450
10	500
11	550
12	600