

# **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 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 and safety by insuring residential rental units comply with minimum housing standards of village ordinances.
- B. To protect the character and stability of residential 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, rental 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.
- F. To preserve the value of land and buildings throughout the village, and thus protect the village's tax base.

## **NOTIFYING REGISTERED RENTAL PROPERTY OWNERS**

Registered rental property owners are sent a renewal letter 30-60 days in advance of the expiration date of their license. If the license has not been renewed by the expiration date, a second notice is sent – this is a 10-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.

## **NOTIFYING UNREGISTERED RENTAL PROPERTY OWNERS**

When a 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 state 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 License 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 license; the initial inspection; the follow-up inspection; the Crime Free Housing Seminar; and a three-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 31-35 days following the initial inspection.

## **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 follow-up 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 License.

## **LICENSE**

A three-year license will be issued when no violations exist. The license will expire on the last day of the month, three years from the date of registration. Example: if the registration date is January 16, 2010, the expiration date will be January 31, 2013. A rental registration renewal letter will be sent 30-60 days prior to the expiration of a rental license to the owner of record listed on the application.

Rental licenses are not transferrable. If the property is sold, the 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 Department. All questions regarding this program should be directed to Officer Ken Cram at 847-551-3481.

# **VILLAGE OF CARPENTERSVILLE RENTAL LICENSING PROGRAM CHECKLIST**

## **REGISTER PROPERTY**

- a) Submit completed **Application for Residential Rental Property and Crime Free Housing Registration & Affidavit**.
- b) Submit payment of \$500 per single family house with completed application (\$75 per multi-family unit).
- c) A Temporary Rental License is granted after meeting all the requirements listed above.

## **SCHEDULE PROPERTY INSPECTION**

The property inspection must be scheduled at the time of the application submittal. The initial property inspection will determine if any violations exist. A report will be issued within seven days of the inspection. If any violations exist, a re-inspection will be conducted 30 days from the date of the report. It is the property owner's responsibility to notify tenants and provide access to the property for inspections. If access is not granted at the scheduled time of inspection, a \$50 re-inspection fee is required to be paid before the inspection will be conducted.

## **SCHEDULE AND ATTEND CRIME FREE HOUSING SEMINAR**

Crime Free Housing Seminar (CFHS) attendance is mandatory within 90 days of the application date. CFHS are offered the first Saturday and the third Wednesday of the month at 9:00 am. These dates are subject to change; please call to reserve your seat. The property owner is responsible for registering to attend a CFHS. To reserve a seat contact Officer Ken Cram at 847-551-3481. Failure to attend a CFHS will result in the suspension or revocation of the Temporary Rental License granted at the time of application.

## **COMPLIANCE INSPECTIONS**

Compliance inspections are follow-up inspections of the violations cited at the initial inspection. If all violations have been corrected after the first follow-up inspection, a three year rental license will be issued. If any violations remain, another compliance inspection is required, along with a \$50 re-inspection fee. It is the property owner's responsibility to notify tenants and provide access to the property for inspections. If access is not granted at the scheduled time of inspection or inspections are required after the first follow-up inspection, a \$50 re-inspection fee will be required to be paid before the next inspection will be conducted.

## **RENTAL LICENSE ISSUED**

A rental license is issued when all of the above requirements are met. A rental license is valid for three years from the date of the initial application. Upon the expiration of the license, the property owner must renew the license and meet all of the requirements above.

## **FAILURE TO COMPLY**

Failure to comply with the Rental Licensing Program requirements as outlined above will result in the suspension or revocation of the Temporary Rental License and a citation and notice to appear in Kane County Circuit Court.