

RENTAL REGISTRATION/LANDLORD LICENSE PROGRAMS

MUNICIPALITY	ANNUAL LICENSE	TYPES OF UNITS	REQUIRED LANDLORD TRAINING	PROPERTY INSPECTION	REQ'D TENANT CHECKS	LEASE ADDENDUM	TRANSFER OF OWNERSHIP	NOTES
Aurora	\$40-\$615	All rental units	8 hr seminar (APD)	Yes: Annual	Background	Yes	Must notify within 3 days	
Bolingbrook	\$35	All rental units	1 hr video (online)	Yes: Prior to new occupancy	-	Yes		
Des Plaines	\$50-\$100	All rental units	4 hr crime-free seminar*	Yes: Annual	-	Yes	Must notify within 24 hours	*Management receives 10% off rental license if certified
Elgin	\$71-\$748	All rental units	Yes* (\$22 per person)	Yes*: Annual	-	Yes	Must notify within 30 days	*Initial one year license; when property passes initial inspection and completion of landlord training, the license is extended for 2 additional years.
Evanston	N/A	N/A	Optional Landlord Training	Required Inspection	-	-	-	*Has a Landlord Tenant Ordinance defining rights/responsibilities
Hoffman Estates	\$75-\$150	All rental units*	-	Yes: Annual	-	-	Must notify within 10 days	*Except apartment complexes which are regulated differently.
Joliet	\$50-\$324+	All rental units*	Optional Landlord Conference	Yes	-	Yes**	Must notify within 5 days	*See Section 8-152(b) for exempt properties. **See Section 8-163 for required notices.
Mount Prospect	\$40-\$75+	All rental units	Crime-free seminar	Yes: Annual	-	Yes	Must notify within 15 days	Only have to register and pay fee if a 'problem property'; program operates effectively as a deterrent program; Village divided into 3 sectors with an inspector assigned to each; fees cover approximately 1/2 the budget for program
Oak Park	\$10-\$20+*	All rental units	Annual Crime-free seminar	Yes**	-	Yes	License is non-transferable	*Cost per unit depending on the number/type of units in the building. **Inspections for buildings with 4+ units
Romeoville	\$100	All rental units	-	Yes	-	-	Must notify within 7 days	*License is void at the termination of the lease, change of ownership/occupancy, violations, etc.
Schaumburg	\$60-\$2010	All rental units	8 hr seminar (SPD)	Yes	-		Must notify within 10 days	
Skokie	\$25*	All rental units	4 hr seminar	Yes: regular and upon sale	-	Yes	Must notify within 21 days	*There is no landlord license, but a requirement for all rental units to be registered. Fee is waived after 3 years of compliance. **Ownership contact information must be posted on property.
Waukegan	\$37.50+*	All rental units	Periodic Voluntary Landlord Training	Yes: Annual	-	-		*\$25 application fee plus rate per unit
Warrenville*	\$120+	All rental units	Yes	Yes: Annual	Background	Yes	Must notify	*Anticipate program being approved and kick-off sometime between September 2014 and January 2015

No Program:

Arlington Heights
Downers Grove
Elmhurst

Geneva
Glenview
Hinsdale

Lombard
St Charles
Wheaton

STAFFING IMPLICATIONS

Municipality	1. Program Objectives	2. Departments & Roles	3. Staff Level	4. Staff Time	5. Comments
Bolingbrook	*Property Maintenance *Crime Reduction	Code Enforcement Division of the Police Dept.: makes enforcement easier as well as deployment of 'back-up' in the form of police officers If necessary	All have duties in addition to this program: approximately 1 office manager; 2 Code Officers + 1 Supervisor	Spend 1/2 or more of their time on administration, enforcement, inspections	1 office manager + 4 ft code officers needed to 'breakeven' but not currently possible (budget, etc.); used to be 95% proactive, but because of staff reductions they are only able to be 5% proactive; effects of staff reductions are visibly apparent
Des Plaines	*Crime Reduction	Police Dept.: conducts training, inspections, assists landlords & tenants; Licensing Dept.: handles class registration & maintains records	All have duties in addition to this program: 1 officer does training and inspections (partner assists when other is out)		Staff time has been sufficient; indicates program has been highly effective (85% of issues resolved through program, remainder is landlords that do not follow-through)
Elgin	*Property Maintenance *Min. Living Standards	Code Enforcement Div.: adminstration & inspections	2 people handle inspections & enforcement; applications/licenses/training is handled by others		No issues with staff level at this time
Joliet	*Property Maintenance *Crime Reduction *Min. Living Standards	Neighborhood Services Div.: adminstrers program, refers issues to other depts as appropriate (PD, Planning, Building, etc.)	All handle other rental related issues in addition to this program: 1 admin position + 3 rental inspectors + supervisor	Supervisor spends approximately 1/2 time overseeing program	Currently lack capacity to inspect all properties by deadline, therefore have many expired licenses
Mount Prospect	*Property Maintenance *Crime Reduction *Comm./Cooperation	Police Dept.: crime-free training, handle criminal activity end of things; Community Development: code enforcement, licensing, inspections Finance: processed licenses/renewals	1 police officer works primarily on the crime free housing program + 3 code enforcement inspectors handle program in additiona to their other responsibilities	Inspectors spend approximately 50% of their time working on inspecting/enforcement of MF	Staff time is adequate to keep up with the annual inspections/licensing. There are approx. 6000 units (1400 properties and 900 landlords)
Oak Park	*Property Maintenance *Crime Reduction	Development Dept.: administe licensing & inspections; Housing/CDBG Div.: licensing Property Standards Div.: inspections Police: crime free housing training	Work is distributed across multiple positions to fulfill the various functions of the program	Housing staff spend about 30% of time adminstering licensing & grants; Inspectors spend about 60% of their time conducting inspections; Police assist with crime free training	
Skokie	*Property Maintenance *Crime Reduction *Comm./Cooperation	Property Standards: lead role + Police, Health, Managers Office, Fire	1 police officer is focused on the Neighborhood Integrity portion; 1 Supervisor + 3 inspectors handle much of the rest of the program in addition to their other duties		Unknown at this point if staffing will be sufficient since so new, but suspect that the currently assigned staff time will not be adequate to be particularly effective
Warrenville	*Property Maintenance *Crime Reduction	Community Development: registration, inspections; Police Department: assist with crime free housing training and track crimes	All have duties in addition to this program: 2.5 inspectors + 1 admin + 1 police officer		Unknown at this time since the program has not yet been initiated; however, they anticipate being able to manage the workload

			Cost & Fees							Inspections		
City	Pop	# of Rental units	# Staff	How funded	Budget/ Costs	License Fees	Time for Compliance	Fines	Inspections Manditory?	Interior & Exterior	Frequency	
Forest Park	15,000	1	1	Misc \$	0	0		0	No	n/a	Once per owner	
Alsip	21,000		1+	Budget \$3000	Less than 1k (software)	Sliding		\$100+	No	Common Area	Annually	
Tinely Park	60,000		1	Budget	\$7,000	Sliding	90 days	\$750		n/a		
Carol Stream	40,000	4,500	1	Budget	Unk	Sliding	TBD	\$150-\$1000	No- Have authority to			
Aurora	200,000	20,000	8	Budget	*Minimal	Sliding		Sliding	Yes	Exterior	Annually, unless waived	
Oak Forest	28,000	500	1	Through City	*Minimal	Sliding	Varies	\$100-\$750	Yes	Both (CPTED principles)	Once	
Carpentersville	38,000	3,000	4 Code, 1 officer	Budget	*Minimal	Sliding	90 days	up to 1k/day (not enforced)	Yes	Unk	Every 4 years	
Collinsville	25,000		1+	By Fees	*Minimal	\$25	30 days	up o \$750/day	No	n/a	n/a	
Pekin	35,000		1	Budget	*Minimal	\$10		\$250-\$750/day	No			
Elk Grove Village	35,000			Budget	Unk	Sliding		\$100-\$500/day	MF-Chosen at random	Both		
Schaumburg	75,000		1 PT officer & Code	Budget	*Minimal	Sliding	90 days		Yes	Exterior Common Area, Interior Complaint driven		

Fees							
Forest Park	None						
Alsip	1-4 units:\$40/unit \$100 max	4+ = \$50					
Tinely Park	1-2 Units \$50	3-10=\$100	11-20=\$200	21-30=\$300	31+=\$500		
Carol Stream	\$75 SF	\$100/ building					
Aurora	1 Unit=\$40	2 Units=45	3-5=\$50	6-10=\$85	11-20=\$175	21-30=\$250	31-40=\$330
Oak Forest	1-5 Units \$100	6-10 Units \$150.00	11-19 Units \$200	20-30 units \$300	31-40 units \$400	41 + \$500	SF= \$100 per address
Carpentersville	\$25 Apt	\$50 condo	\$75 TH	\$125 SF			
Collinsville	\$25/per owner x # unit's						
Pekin	\$10/landlord						
Elk Grove Village	\$50/unit Apt	\$100/unit (SF & TH)	\$50/room in SF				
Schaumburg	\$100 SF	\$60 Single condo & TH	Apt 1-5 units=\$330	Apt 51-100 units=\$665	Apt 101-200 units=\$1000		

Crime Stats:

Oak Forest	There has been of a reduction of police calls for revic in rental properties of 17% in 2015. Reduction of incidents of 11% from 2012, and total reduction of incidents of 24% since 2010.
Alsip	36% less criminal activity sine started program in 2011. 2013 had 245 fewer calls for service in rental properties from 2012.
Tinely Park	Reduction ofcalls for service since start of program in 2009. Since 2013, 11 tentants have been removed.
Collinsville	Certain targeted properties calls for service reduced by 80-90%. Now, 4 years into the program 2-3 police calls to properties results in notice. Serious crimes result in notice and calls for eviction which is usually done.
Carpentersville	No specific stats, but have gone from 67 officers to 57 due to attrition. Not feeling the strain of reduction of manpower.