CITY OF OAKBROOK TERRACE

17W275 Butterfield Road
Oakbrook Terrace, Illinois 60181
630-941-8300 Fax: 630 617-0036
www.oakbrookterrace.net

RENTAL DWELLING LICENSE PROGRAM

SINGLE-FAMILY BUILDING
SINGLE-FAMILY RESIDENCE, CONDOMINIUM OR TOWNHOUSE OWNERSHIP

2020/2021 CHECK LIST

The following forms and fees must be submitted with application by May 1st or application will not be accepted and an additional late fee of $250.00 will apply.

1) Complete Rental Application
2) Certificate of Liability Insurance
3) Application Fee $250.00
4) Tenants Consent Form for Rental Inspection
5) Crime Free Lease Addendum
   (Signed by Tenants and Owners)

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RENTAL DWELLING LICENSE APPLICATION

SINGLE-FAMILY RESIDENCE, CONDOMINIUM OR TOWNHOUSE OWNERSHIP

(Please Print or Type)

Rental Property Address: _____

Property Tax Index Number (P.I.N.): _____

OWNERSHIP INFORMATION

Owner(s) Name(s): _____

Street Address (*P.O.Box not acceptable*): _____

City, State, Zip: _____

Business/Home Phone: _____ Cell Phone: _____

Email Address (*Required*) _____

FOR PROPERTIES HELD IN TRUST

Trustee Name(s): _____

Beneficial Interest Holder(s) (*Use additional sheets if necessary*) _____

_____

Address (*P.O.Box not acceptable*): _____

Business Phone: _____ Cell Phone: _____ Fax: _____

24 hour *(Emergency)* _____ Email Address: _____

Do you request that this information be considered Personal and Confidential _____ Yes _____ No

MANAGEMENT AGENT INFORMATION (*If other than owner*)

Property Management Firm: _____

Contact Person: (*Agent/Manager*): _____

Street Address (*P.O. Box not acceptable*): _____

City, State, Zip: _____

24 Hour (Emergency) _____ Cell/Business: _____

Email Address: _____ Fax: _____

RENTAL DWELLING INFORMATION

Names of Tenant(s) _____

_____

Tenant(s) Phone Number(s): _____

Tenant Email Address: _____

List any Additional Occupants: _____

2009 International Property Maintenance Code with Amendments

Property Maintenance Code-404.4.1 Area for Sleeping Purposes: Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room occupied for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant thereof.

Property Maintenance Code-404.4.4 Prohibited Occupancy: Kitchens, non-habitable spaces and interior areas shall not be occupied for sleeping purposes. Where a living room, dining room or combined living/dining room spaces are required by PMC-404.5.2, such rooms shall not be occupied for sleeping purposes.

PROPERTY OWNER MUST PROVIDE THE FOLLOWING INFORMATION FOR THE SUBJECT PROPERTY

Total number rooms in dwelling unit: _____ **Number of Bedrooms:** _____

Living room: _____ **ft. by** _____ **ft.** **Bedroom #1:** _____ **ft. by** _____ **ft.**

Dining Room: _____ **ft. by** _____ **ft.** **Bedroom #2:** _____ **ft. by** _____ **ft.**

Kitchen: _____ **ft. by** _____ **ft.** **Bedroom #3:** _____ **ft. by** _____ **ft.**

Other: _____ **ft. by** _____ **ft.** **Bedroom #4:** _____ **ft. by** _____ **ft.**

Garage: Attached_____ **Detached**_____ **Dimensions**_____

Occupancy Load for this dwelling (*To be completed by City*) _____

CERTICATE OF LIABILITY INSURANCE (REQUIRED)

(MUST BE SUBMITTED WITH APPLICATION)

A Certificate of Insurance (ACORD™ Form 25 (2010/05) *Certificates of Liability Insurance*) evidencing general liability coverage for bodily injury and property damage arising from the owner's ownership, management, use or operation of the subject rental dwelling with liability limits of at least $500,000. The Certificates of Insurance must state:

(a) Insured: The insured's name and address.

(b) Insurer: The name of each insurance company affording each coverage, policy number of each coverage, policy dates of each coverage, all coverage limits and sub-limits, if any, by type of coverage.

(c) Certificate Holder: The City of Oakbrook Terrace must be shown as the certificate holder and be addressed to the City of Oakbrook Terrace, 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181.

(d) Producer: The producer of the certificate with correct address and phone number listed.

(e) Authorized Representative: The signature of the duly authorized representative signing the certificate on behalf of the insurer(s).

(f) Owner(s) of rental dwellings shall procure and maintain, at their own cost and expense general liability insurance coverage for bodily injury and property damage arising from owner's ownership, management, use and/or operation of the rental dwelling with liability limits of at least $500,000.

APPLICATION FEE ($250.00)

(MUST BE SUBMITTED WITH APPLICATION)

(A LATE FEE CHARGE OF $250.00 WILL APPLY FOR APPLICATIONS RECEIVED AFTER MAY 1ST)

The fee for the initial license shall be paid when the application is filed. The fee amount shall be $250 per dwelling unit, which fee will compensate the City for the first inspection and one (1) re-inspection, as per amended Ordinance 16-9.

Signing below hereby authorized the City of Oakbrook Terrace consent to conduct an inspection, and if required, a re-inspection of the above reference property for purposes of compliance with the Oakbrook Terrace's Rental Dwelling Inspection Ordinance Chapter 121 of the City of Oakbrook Terrace Municipal Code.

All of the information provided in this application is true and correct to the best of my knowledge.

Property Owner(s) Signature: _____ Date_____

_____

CITY OF OAKBROOK TERRACE

Consent to Rental Residential Inspection

(Please Complete and Return with Application)

I, _____, the tenant(s)/occupant(s) of the residential rental
(Tenant(s) Name)
property commonly known as _____, Oakbrook Terrace,
(Property Address)
Illinois, do hereby consent to and authorized the City of Oakbrook Terrace to conduct an inspection, and if required, a re-inspection of the above referenced property for purposes of compliance with the City of Oakbrook Terrace's Rental Dwelling Inspection Ordinance, Chapter 121 of the City of Oakbrook Terrace Municipal Code.

I, as tenant, do hereby authorize the owner/managing agent of said property to allow the City of Oakbrook Terrace entry, and if required, re-entry to the above referenced in my absence for the purpose of compliance with the City of Oakbrook Terrace's Rental Inspection Ordinance, Chapter 121 of the City of Oakbrook Terrace Municipal Code.

_____

_____ _____

Tenant(s)/Occupant(s) Signature **Date**

Acting Mayor
PAUL ESPOSITO

City Clerk
MICHAEL SHADLEY

City Administrator
AMY MARRERO

CITY OF OAKBROOK TERRACE

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OAKBROOK TERRACE, IL 60181
630-941-8300 FAX 630-617-0036

Alderman
Ward 1
CHARLES BARBARI

Alderman
Ward 2
FRANK VLACH
DENNIS GRECO

Alderman
Ward 3
ROBERT W. PRZYCHODNI
ROBERT RADA

Dear Rental Property Owner,

On September 11, 2018, the Oakbrook Terrace City Council passed Ordinance No. 18-32, an Ordinance regarding a Crime Free Residential Housing Program. This program is designed for the purpose of abating nuisance property, deterring crime and maintaining a high quality of life and property values and preserving peace and tranquility within and surrounding rental residential housing within our community. The program is effectively used in over eighteen hundred communities across the United States and Canada and continues to grow.

All residential rental properties are required to be registered with the City of Oakbrook Terrace Crime Free Housing Program and all property owners must comply with the conditions as outlined in the approved ordinance, copy attached. This program took effect on May 1, 2019.

YOU ARE REQUIRED TO HAVE YOUR TENANTS COMPLETE THE CRIME FREE RESIDENTIAL HOUSING ADDENDUM FORM ATTACHED AND SUBMIT IT WITH THE RENTAL LICENSE APPLICATION.

Failure to comply with the requirements of the Crime Free Residential Housing Program will subject the property owner to fines assessed up to $750.00 per violation.

Should you have any questions, contact Robert Yannotti at 630-941-8300 ext. 205.

CRIME FREE LEASE ADDENDUM

As part of the consideration for lease of the dwelling unit identified in the lease, Resident agrees as follows:

1. Resident and Resident's Occupants whether on or off of the property; and Resident's and Resident's Occupant's guests and invitees, are prohibited from:

a. Engaging in any criminal activity, including drug-related criminal activity, on or off the said premises. Drug related criminal activity shall mean the illegal manufacture, sale, distribution, use, possession and possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (also as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).

b. Engaging in any act intended to facilitate criminal activity or permitting the dwelling unit to be used for criminal activity.

c. Engaging in the illegal manufacturing, selling, using, storing, keeping or giving of an illegal or controlled substance as defined in Illinois Compiled statutes, at any locations, whether on or near the dwelling unit premises.

d. Engaging in any illegal activity, including, but not limited to prostitution, criminal street gang activity, threatening or intimidating, assault, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, or safety of the landlord, his agent, or other tenants, or involving imminent or actual serious property damage,.

2. *VIOLATION OF ANY ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.* A single violation of any of the provisions of this addendum shall be deemed a serious, material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Proof of such a violation shall not require a criminal conviction, but shall only require a preponderance of the evidence to prove the violation(s) in a Forcible Entry and Detainer action.

3. In case of conflict between the provisions of this addendum and any provisions of the lease, the provisions of this addendum shall govern.

4. Resident also agrees to be responsible for the actions of Resident's occupants, Resident's guests and invitees, and Resident's occupant's guests and invitees, regardless of whether Resident knew or should have known about any such actions. A guest or invitee shall be anyone who Resident or Resident's occupant gives access to or allows on the premises or in the rental unit.

5. This Lease Addendum is incorporated into the lease or renewal thereof, executed or renewed at any time between Landlord/Manager and Resident/Lessee.

Resident Signature / Date	Resident Signature / Date
Property Owner / Manager Signature	Date
Address of Rental Property	