



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 has adopted and approved City Code Section 8-10, requiring the licensing and inspection of all rental properties. Copies of City Code Section 8-10 are available at City Hall and on the City's website www.countryside-il.org. **(Click on *Info Resources*, then *City Code*. Follow directions to access code. Click on Title 8 – Building Regulations, then Chapter 10 – Licensing and Inspection of Rental Property.)**

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.

The responsibility of complying with the Licensing and Inspection of Rental Property ordinance (City Code Section 8-10) lies with the owner/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 within 15 days of the date of this notice, along with the licensing fee required and determined by City Code Section 8-10-5(C). **(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 for a 12 Unit Apartment

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


- Provide the Building Official, along with the application, a legible drawing of the rental building(s) depicting the following:
 - The address of the building
 - The location, if present, of each utility service disconnect, including, but not limited to, the water service, electrical service and natural gas service.

- Upon submittal of the license registration form and required fees, contact T.P.I. Building Code Consultants at (630) 443-1567 to schedule and coordinate the required inspection(s). Such inspection(s) shall take place between 8:30 am and 4:30 pm Monday through Friday and no more than fifteen (15) days after the submittal of the license registration form. You can find a list of typical inspection items on the back of the attached license registration form.
- Obtain and maintain the required rental property license for the rental property indicated above, and for all other buildings owned within the City of Countryside which meet the criteria of a rental property. (Each license for each rental property shall be issued for a period of one calendar year, and may be renewed for successive periods of not to exceed one year.)
- Report any change in the designation of the managing agent to the City's Building Official within seven (7) days of said change.
- Report any conveyance in the legal or equitable interest in the building to the City's Building Official within seven (7) days after the execution of a contract to convey and at least fourteen (14) days prior to said conveyance to allow ample time for the required presale inspection.
- Comply with all requirements of City Code Section 8-10 whether specifically cited within this document or not.

Please be advised that an owner of a rental property whose license has been suspended shall be given the opportunity to be heard by the City Council upon receipt by the Building Official of a written request for such hearing within twenty one (21) days following the issuance of an order of suspension. Failure to submit the request for a hearing within the prescribed time frame shall cause the rental license to be revoked.

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,



Steve Tisinai
Building Official

Enclosures 2

License Application for Rental Properties

Address of Rental Property: _____

Date: _____

Property Type: Commercial _____ Multi-family _____ Single Family _____

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

(Name) _____ (Phone) _____

(Address) _____

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

- 3) Identify the name, address and telephone number of all persons with any legal interest in the building or premises: (Attach separate sheet if more than one.)

(Name) _____ (Phone) _____

(Address) _____

- 4) If applicable, identify the name, address and 24-hour telephone number of any agent designated by the property owner, and the extent of the agent's authority: (Rent, manage, make decisions and expenditures for property/owner, etc.)

(Name and Title) _____ (Phone) _____

(Address) _____

(Extent of Authority) _____

- 5) Identify the name, address and 24-hour telephone number of the janitor, maintenance person or building engineer for the property designated by the property owner, and the extent of the individual's authority: (Rent, manage, make decisions and expenditures for property/owner, etc.)

(Name and Title) _____ (Phone) _____

(Address) _____

(Extent of Authority) _____

(Please turn over. Both sides of application must be completed.)

- 6) Identify the name, address and 24-hour telephone number of the agent, other than the owner, who is authorized by the owner to accept notices and process. Said agent shall be a natural person, at least twenty one years of age, who maintains a permanent address in Cook County, Illinois, to accept service on behalf of the owner,

including notices, citations or service of process. A street address is required. (A Post Office Box is not an acceptable address.)

(Name and Title) _____ (Phone) _____

(Address) _____

(Extent of Authority) _____

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 by posting, consenting to service of notices sent or required to be sent, pursuant to City Code Section 8-10, by posting on the building if the owner fails to renew the license as required, fails to maintain the property in compliance with City codes and ordinances or fails to maintain as current with the director the information required regarding the person designated to accept notice and service of process.

(Signature of Owner) _____ (Date) _____