



**Community Development Department**  
 3600 Kirchoff Road, Rolling Meadows IL 60008  
 847.506.6030

**RENTAL DWELLING LICENSE APPLICATION / RENEWAL FORM**

**New Rental**       **Annual Renewal**

**RENTAL TYPE**

**Condominium – Annual Fee: \$50.00**

**Single-Family/Townhome – Annual Fee: \$75.00**

**NOTE:** A Rental License will not be issued until the Crime Free Multi-Housing seminar has been completed.  
 For more information or to register, please contact the RMPD Crime Free Multi-Housing Coordinator at  
 847-870-9060 or register at <https://www.cityvm.org/272/Crime-Free-Multi-Housing-Program>

Address of Rental Property \_\_\_\_\_

Complex Name \_\_\_\_\_

Property Tax Index Number (PIN) \_\_\_\_\_

**OWNERSHIP INFORMATION**

Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Mobile Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email \_\_\_\_\_

**EMERGENCY CONTACT (Must be different from Owner)**

Emergency Contact Name \_\_\_\_\_

24-Hour Emergency Phone Number \_\_\_\_\_

**TENANT INFORMATION**

Tenant Name(s) \_\_\_\_\_

Mobile Number(s) \_\_\_\_\_ Number of Occupants \_\_\_\_\_

I understand the issuance of a license is conditioned upon compliance with all applicable City Codes and that said license may be revoked for cause. All information provided in this application is true and correct to the best of my knowledge:

\_\_\_\_\_  
 Signature of owner or manager

\_\_\_\_\_  
 Date

***DO NOT WRITE BELOW THIS LINE – FOR CDD USE ONLY***

RENTAL DWELLING LICENSE NO. RNT-\_\_\_\_\_

CDD/ceb:8.06.24

RENTAL PERIOD: 5/31/\_\_\_\_ to 5/31/\_\_\_\_

JOHN A. NOWACKI  
Chief of Police

## CRIME FREE MULTI-HOUSING PROGRAM

On Tuesday, December 3, 2013, the City of Rolling Meadows City Council enacted Ordinance 13-60 which expanded the Crime Free Multi-Housing Program. In brief, the ordinance now states that the owner or agent of any building or dwelling unit (including a single-family residence) which is rented **MUST attend and complete a Crime Free Multi-Housing Program Seminar prior to obtaining or being issued a new City Rental Residential License.**

The Crime Free Housing Seminar is sponsored by the City of Rolling Meadows and available for owners or agents at no cost. To register for a seminar visit the Rolling Meadows Police Crime Free website at: <https://www.cityrm.org/162/Crime-Free-Multi-Housing-Seminar>

The Crime Free Housing Program has been implemented with the goal of reducing criminal activity within the City and improving living conditions for all residents. It has shown a decrease in criminal activity and calls for service up to 25% within two major rental properties.

For more information regarding this program, please contact Crime Free Multi-Housing Coordinator at 847-870-9060 or email at [pakg@cityrm.org](mailto:pakg@cityrm.org).

# City of Rolling Meadows Rental Inspection Form

## Exterior Structure and Common Areas

### Exterior Structure

1. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. (IPMC 304.6)
2. Cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition. (IPMC 304.8)
3. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. (IPMC 304.2)
4. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted. (IPMC 304.2)
5. Siding, masonry, window, door, and skylight joints shall be maintained weather resistant and water tight. (IPMC 304.2)
6. Metal surfaces subject to rust or corrosion shall be stabilized and coated. Oxidation stains shall be removed. (IPMC 304.2)
7. Roofs and flashing shall be sound, tight, and not have defects that admit rain. (IPMC 304.7)
8. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. (IPMC 304.7)
9. Foundations shall be free from open cracks and breaks and maintained so as to prevent the entry of rodents and other pests. (IPMC 304.5)

### Stairways, Porches, Decks, Balconies, Handrails

10. Stairways, decks, porches, and balconies shall be in good repair and capable of supporting the imposed loads. (IPMC 304.10)
11. Handrails shall be provided on not less than one side of each flight of stairs with four or more risers. (IRC 311.7.8)
12. Handrail height measured shall be between 34 and 38 inches. (IRC 311.7.8.1)
13. Handrails shall not project more than 4.5 inches on either side of the stairway (IRC 311.7.8.2)
14. Handrails shall have at least 1.5 inches of clearance to the wall (IRC 311.7.8.3)
15. Handrails and guardrails shall be in good condition, firmly fastened and capable of supporting normally imposed loads. (IPMC 304.12)

### Waste Disposal

16. Exterior property and premises shall be maintained in a clean, safe and sanitary condition and free from any accumulation of rubbish, debris or garbage. (IPMC 302.1, Local Amendment)
17. Owner must provide, and tenants must use, leakproof garbage cans with tight fitting lids for the disposal of trash and garbage. (IPMC 308.3.2)
18. Exterior or outdoor storage of equipment, tools, material, debris, rubbish, trash, junk, cut brush, logs, limbs, tree trunks, stumps or garbage is prohibited in front of or at the sides [...] in view from the street. (IPMC 302.11, Local Amendment)

### Miscellaneous Exterior

19. Correct any broken or hazardous wiring, missing cover plates, cracked outlets, any other electrical hazards. (IPMC 604.3)
20. Sidewalks, walkways, stairs, driveways, parking spaces [...] shall be kept in a proper state of repair, and maintained free from hazardous conditions. (IPMC 302.3)
21. Detached garages, fences, and walls shall be maintained structurally sound and in good repair (IPMC 302.7)
22. Any vegetation that is dead and in the opinion of the code official is capable of causing property or utility damage shall be removed. Any vegetation that is dead and within any yard shall be

removed. Dead, dying and/or decaying trees posing an imminent danger to life or property shall be removed or rendered safe as determined by the code official. (IPMC 302.12, Local Amendment)

23. Premises and exterior property shall be maintained free from weeds or plant growth in excess of eight inches. Noxious weeds shall be prohibited. (IPMC 302.4, Local Amendment)
24. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street. (IPMC 304.3)
25. Where there are five or more multi-family residential units in a building, addresses shall be displayed on both the front and rear of the buildings. (IPMC 304.3.1, Local Amendment)
26. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction, except for 1- and 2-family dwellings (IFC 308.1.4)

### **Elevators**

27. In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times while the building is occupied. (IPMC 606.2)
28. An unexpired elevator certificate of inspection shall be displayed within the elevator or be available for on-site public inspection. (IPMC 606.1)

### **Common Areas**

29. Every common hall and stairway in a multi-tenant building shall be lighted at all times. (IPMC 402.2)
30. In multifamily buildings, an exit sign is required near each fire exit door reading, as applicable, "FIRE DOOR – DO NOT BLOCK" or "FIRE DOOR – KEEP CLOSED". (IPMC 703.4.1)
31. Fire extinguishers shall be provided in all multi-family properties as required per the adopted fire code and shall be maintained, operational and certified annually. (IPMC 704.8, Local Amendment)

## **Interior Inspection**

### **Clean and Sanitary Conditions**

32. Interior surfaces, including windows and doors, shall be maintained and in clean and sanitary conditions (i.e. free of mold and mildew), free of peeling, chipping, flaking paint, cracked or loose plaster and other surface defects. (IPMC 305.3)
33. Interior of the structure shall be free from any accumulation of rubbish or garbage. (IPMC 308.1)
34. Interior shall be free from insects and rodent infestation. Any insect or rodent infestation shall be promptly exterminated. (IPMC 309.1)

### **Interior Structure**

35. Structural members shall be maintained, structurally sound, and be capable of supporting the imposed load. (IPMC 305.2)
36. Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition and good repair (IPMC 305.4)
37. Handrails shall be provided on not less than one side of each flight of stairs with four or more risers. (IRC 311.7.8)
38. Handrail height measured shall be between 34 and 38 inches. (IRC 311.7.8.1)
39. Handrails shall not project more than 4.5 inches on either side of the stairway (IRC 311.7.8.2)
40. Handrails shall have at least 1.5 inches of clearance to the wall (IRC 311.7.8.3)
41. Every handrail and guardrail shall be firmly fastened and capable of supporting normal loads. (IPMC 305.5)

## Doors

42. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. (IPMC 304.15)
43. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. (IPMC 304.15)
44. Doors providing access to a rental unit must have a deadbolt lock with a minimum throw of one inch operable from the egress side without keys. A sliding bolt is not acceptable. (IPMC 304.18.1)
45. Basement hatchways shall be maintained to prevent rodents, rain, and surface drainage from entering the basement. (IPMC 304.16)

## Windows

46. Every window, door, and frame shall be kept in sound condition, good repair, and be weather tight. (IPMC 304.13)
47. Window glass shall be maintained, free from cracks and holes. (IPMC 304.13.1)
48. Every window, other than fixed windows, shall be easily opened and capable of being held in position by window hardware. (IPMC 304.13.2)
49. Windows within six feet of ground level or walking surfaces below must have a window sash locking device. (IPMC 304.18.2)
50. During the summer, every door and window required for ventilation shall be supplied with tightly fitting bug screens. (IPMC 304.14)

## Fire Safety and Means of Egress

51. A safe, continuous, and unobstructed exit path must be provided from any point in the building. (IPMC 702.1)
52. Required emergency escape openings shall be maintained in working order. (IPMC 702.4)
53. Where basements contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. (IRC R310.1).
54. Materials and assemblies used for structural fire resistance (fire resistant rated materials) shall be maintained. (IPMC 703.1)
55. All fire protection systems shall be maintained and repaired/replaced when defective. (IPMC 704.1)
56. Where the dwelling unit contains fuel-fired appliances or is connected to a garage, a carbon monoxide alarm must be located outside of each separate sleeping area in the immediate vicinity of the bedroom. If the fuel-fired appliance is located within a bedroom or bathroom, the alarm must be installed within the bedroom or bathroom. Combination smoke and carbon monoxide alarm are acceptable. (IRC R315)
57. **Single-Family Smoke Detectors:** Every single-family residence shall have at least one approved smoke detector installed on every story of the dwelling unit, including basements but not including unoccupied attics. (Exceptions may apply for split-level houses.) (425 ILCS 60/3).
58. **Multi-Family Smoke Detectors:** Every dwelling unit shall be equipped with at least one approved smoke detector in an operating condition within 15 feet of every room used for sleeping purposes. The detector shall be installed on the ceiling and at least 6 inches from any wall, or on a wall located between 4 and 6 inches from the ceiling. (425 ILCS 60/3).

## Heating, Ventilation, Mechanical

59. Heating facilities must be capable of maintaining 68 degrees F in all habitable rooms, bathrooms, and toilet rooms. (IPMC 602.3, Local Amendment)

60. Maintain clear areas around heating equipment (furnaces, baseboard heaters) to permit cleaning, filter changes, and adjustments. (IRC M1401.2)
61. Mechanical equipment shall be installed and maintained properly. (IPMC 603.1)
62. Flue vents shall be cleaned and maintained to prevent possible fire. (IPMC 603.3)
63. Bathrooms must have working mechanical ventilation or provided with an openable window. (IPMC 403.2)

### **Occupancy**

64. Every bedroom shall have access to at least one bathroom on the same story and without accessing it through another bedroom. (IPMC 404.4.2, 404.4.3)
65. Every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant (IPMC 404.4.1).
66. Kitchen and other non-habitable spaces shall not be used for sleeping purposes. (IPMC 404.4.4)
67. Food preparation spaces shall have suitable space and equipment to store and prepare food in a sanitary manner. (IPMC 404.7)

### **Plumbing**

68. Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet, and kitchen sink. (IPMC 502.1)
69. Every plumbing fixture shall be properly connected to a water system and provided hot and cold water accordingly. (IPMC 504.1)
70. Water heating facilities must provide an adequate amount of hot water at 110 degrees F. (IPMC 505.4)
71. Pressure and temperate release valves are required on all water heaters. (IPMC 505.4)
72. All sanitary sewer plumbing shall function properly and be kept free from obstructions, leaks, and defects. (IPMC 506.2)

### **Heat and Electricity**

73. Dwelling units shall be served by at least a 60-amp electrical service. (IPMC 604.2)
74. Correct any broken or hazardous wiring, missing cover plates, cracked outlets, any other electrical hazards. (IPMC 604.3)
75. Flexible cords (extension cords, surge protectors) shall not be used for permanent wiring, for running through doors, windows, or cabinets, or concealed within walls, floors or ceilings. (IPMC 605.4)
76. All 125 volt, single-phase, 15-or 20-ampere receptacles installed in bathrooms and kitchens to serve counter top surfaces shall have ground-fault circuit-interrupter protection for personnel. (IPMC 605.2.1, Local Amendment)
77. Each disconnecting means (circuit breaker, fuse) shall be legibly marked to indicate its purpose, except where located or arranged so that the purpose is evident. (IRC E3404.13)
78. Keep at least three feet clear in front of all breaker and fuse boxes for the full width of the panel. (IRC E3405.1)

### **Miscellaneous**

79. All work performed on the property shall be completed in a workmanlike manner. (IPMC 102.5)