



**Community Development Department**  
**3600 Kirchoff Rd**  
**Rolling Meadows, IL 60008**  
**(847) 506-6030**

**APPLICATION FOR LICENSE TO OPERATE A SINGLE-FAMILY/  
TOWNHOME RENTAL DWELLING**

Application Year \_\_\_\_\_ - \_\_\_\_\_

Please complete all sections of the application. Print or type information. A license will not be issued if all information is not provided. License fee must accompany this application.

**\*PLEASE NOTE – THE RENTAL LICENSE WILL NOT BE ISSUED UNTIL YOU HAVE COMPLETED THE  
CRIME FREE MULTI-HOUSING PROGRAM SEMINAR. FOR MORE INFORMATION,  
CONTACT CRIME FREE MULTI-HOUSING COORDINATOR OFFICER JASON EVERETT  
IN THE POLICE DEPARTMENT AT 847-870-2649\***

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

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

**OWNERSHIP INFORMATION**

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Number \_\_\_\_\_ Business Number \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

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

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

**TENANT INFORMATION**

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

Phone Number \_\_\_\_\_ 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

**FEE AMOUNT \$ 75.00**

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

RENTAL DWELLING LICENSE NO. \_\_\_\_\_

BATCH NO. \_\_\_\_\_

**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 and available for owners or agents at no cost. To register for a seminar please visit the Rolling Meadows Police Crime Free Multi-Housing website at: <http://www.cityrm.org/272/Crime-Free-Multi-Housing-Program>

The Crime Free Housing Program has been implemented with the goal of reducing criminal and nuisance activity within the City and improving living conditions for all residents. It has shown a **25%** decrease in criminal and nuisance activity, as well as calls for service upon its inception, within two major multi-unit rental properties.

For more information regarding this program, please contact Crime Free Multi-Housing Coordinator Jason Everett, at 847-870-2649 or email at [everetti@cityrm.org](mailto:everetti@cityrm.org).

**City of Rolling Meadows Community Development Division**

**3600 Kirchoff Road**

**Rolling Meadows, IL 60008**

**847-506-6030**

**<https://www.cityrm.org/148/Community-Development>**

## **Rental Dwelling Program**

The Rolling Meadows City Council passed Ordinance 03-34 and Ordinance 08-57 regarding rental dwellings. The regulations require all single family homes, attached and detached, condominiums and apartments to be licensed and inspected by the Community Development Division. The ordinances were enacted to assure continued maintenance of the rental housing in the community.

### **Definition of a Rental Dwelling Unit:**

A dwelling unit occupied or available for occupancy by one or more persons, other than the owner of record, under a rental agreement, implied or written, with or without compensation, whether the rental dwelling be a multiple dwelling, single family detached, single family attached or single family semi-detached.

### **Program Year:**

The rental license program runs from **June 1st to May 31st** of each year.

### **Fees: (see below)**

The purpose of this program is to ensure the proper maintenance and upkeep of rental dwellings. Fees are based on the number of violations. Fewer or no violations result in a lower license fee. New rental properties will be charged the 0-3 violation category listed below.

### **Single Family Attached and Detached:**

**0-3 Violations** - \$75.00

*Inspected every 3 years*

**4 or more violations** - \$200.00

*Inspected every 12 months*

### **Condominiums:**

**0-3 Violations** - \$50.00

*Inspected every 3 years*

**4 or more violations** - \$150.00

*Inspected every 12 months*

### **Late Fee: 100% of the license fee** (during renewal time)

A late fee will be charged to all rental licenses that are not paid on or before May 31st. All applications must be postmarked on or before May 31st. Any application received after May 31st, will be charged an additional 100% of the license fee. Any application received after May 31st will be returned if the late fee is not included.

### **Reinspection Fee:** \$92.00

Reinspection fee(s) will be charged for the third and each subsequent reinspection performed by our inspector to determine compliance with the related codes in the same rental program year.

### **Procedure:**

Following the submission of a completed application and payment of the appropriate fee, an inspection will be scheduled. Rental dwelling licenses expire on May 31st each year. A license renewal and fee payment is still required on an annual basis even if an inspection is not required for that year.

### **Inspections:**

All rental properties must be inspected at least once every three (3) years, or more often, if the number of violations exceed the requirements. The future fees will be based on the rental housing inspection report(s) from the previous inspection. A letter requesting an inspection be scheduled will be sent to the owner and the tenant. Two (2) requests will be sent. Failure to have an inspection and/or reinspection(s) will cause a court adjudication to be sent to the owner for payment of fines and penalties.

That rental license fee covers the cost of one (1) inspection and one (1) reinspection. Any properties that require more than two (2) inspections will be charged appropriately (*see reinspection fees above*).

### **Closing, Cancelling or Transferring of Ownership of a Rental License:**

If at any time you choose to sell or no longer rent your property, a letter and/or MLS listing *must be* submitted to the Community Development Division. Written notice shall be given to the Community Development Division within five (5) days after having transferred or otherwise disposed of legal control of any licensed rental dwelling.

### **Rental Dwelling Program Coordinator:**

If you need to update contact information, open or close a rental license or have any questions or concerns, please contact the Community Development Division at 847-506-6030.

**This list is some of the items the inspectors will be looking at when they are conducting an inspection. It is offered for review so you may conduct a self-inspection. While a list of this type cannot address every situation or circumstance, it does offer general items to be inspected.**

#### **Common Exterior Violations**

- Paint peeling from surfaces needing protection
- Loose and missing roof shingles, roof leaks
- Missing or deteriorated siding
- Sheds or fences in disrepair
- Gutters rusted or hanging loose
- Vacant, open buildings
- Street number not displayed
- Overgrowth of weeds or grass on vacant or developed lots (including easements)
- Dead or diseased tree hazards
- Inoperative vehicles on private property
- Violations involving storage or disposal of refuse
- Illegal dumping
- Accumulations of trash and junk

#### **Common Interior Violations**

- Malfunctioning gas appliances
- Inoperative or leaking plumbing
- Flexible gas and water lines
- Electrical hazards
- Inoperative heating systems
- Smoke and carbon monoxide detectors missing or inoperative
- Damage from leaking roofs
- Pest infestation
- Poor sanitation
- Overcrowding
- Unlabeled electrical panels, GFCI outlets in kitchen and bathrooms

***\* Smoke detectors are required inside of each bedroom and in the immediate vicinity of bedroom areas and on each level.***

***\*\* Carbon monoxide detectors are required in the immediate vicinity of the bedroom areas and on each level.***