



# HOFFMAN ESTATES

GROWING TO GREATNESS

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## RESIDENTIAL RENTAL LICENSE PROGRAM OVERVIEW

All Residential Rental Properties are required to be licensed and inspected annually.

The license process begins with the owner submitting a completed application and fee to the Village. The receipt provided by the Village will serve as a Temporary Certificate allowing the rental property to continue operating legally until an inspection can be completed and the formal license can be issued. Notification will be sent when it is time for the annual inspection to be scheduled.

An owner's representative should be on-site 15 minutes prior to the scheduled inspection time, and a typical inspection will be completed in less than one hour. If the inspection reveals code violations at the rental property, reasonable time will be given to correct all violations and a reinspection will be required (subject to an additional fee). The compliance time will depend on the nature of the violation. Serious life safety violations, such as inoperable smoke and carbon monoxide detectors, will require immediate correction. The inspection enforces the 2015 International Property Maintenance Code in conjunction with other Village codes.

After the final inspection is approved verifying there are no code violations, the Village will issue a formal license to the owner of the property. This license is valid until December 31, at which time it must be renewed if the property will continue to be rented.

The application form and other related guidelines and documents can be obtained from the Residential Rental License page of the Village's website at [www.hoffmanestates.org/rentalhousing](http://www.hoffmanestates.org/rentalhousing). Questions regarding the program can be sent to [rentalhousing@hoffmanestates.org](mailto:rentalhousing@hoffmanestates.org) or you may call 847/781-2650 to speak with someone about the program.

### **Additional Information:**

- A rental unit includes any unit intended to be rented or leased for payment to the owner, and not owner occupied.
- It is the property owner's responsibility to obtain the license and inspections.
- The owner or owner's authorized representative must be present during the inspections.
- For owners of multiple rental properties, a license must be obtained for each individual unit. The license fee is \$150.00 for each individual rental unit (attached and detached). There is a different fee for units within a building where the common areas are already licensed and inspected under a separate program (Steeple Hill, Highland Crossing, Huntington Grove, Moon Lake Village, Hilldale).
- Violations of this ordinance are subject to possible citations, fines up to \$500 per day, and suspension or revocation of a license.