

**NEW
HOUSING
ORDINANCE**



MUNDELEIN
*Rooted in Our Past...
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BUILDING DEPARTMENT



RENTAL REGISTRATION PROGRAM

Building Department
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Mundelein, Illinois 60060

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WHAT IS THE RENTAL REGISTRATION PROGRAM?

Owners of dwelling units that are not owner occupied must now apply for a Certificate of Registration from the Village of Mundelein, regardless if rent is being paid or not. This registration provides the Village of Mundelein ownership and contact information for each rental property. This information is very important during times of an emergency or Code Enforcement matters. This program will also ensure that properties are maintained to meet the standards of the Village Codes.

HOW DOES THE PROGRAM WORK?

Property owners who are seeking to rent their residential properties must complete an Application for Rental Dwelling Unit Registration with the Mundelein Building Department. The application requires contact information of the owners, managers and a 24-hour emergency contact. Rental property owners are also required to attend a Crime Free Housing Seminar hosted by the Mundelein Police Department. This will provide training and information on maintaining their properties free of items that may fester or encourage criminal activity. Upon successful completion of the Crime Free Housing Seminar, the owner will receive a Certificate of Registration for their rental unit(s). Each Certificate is issued to a single address, indicating each rental unit owned by the applicant. Certificates of Registration cannot be transferred to another property or to another owner.

WHAT IS THE COST FOR A REGISTRATION?

Registrations are good through December 31st of each year at a cost of \$35.00 per address, plus an additional \$2.00 for each additional rental unit. After the first year of registration, the renewal fee is \$30.00. No additional per unit fee.

Any changes in ownership or physical changes to the rental unit will require fees to pay at the rate of a first year registration.

Late fees double on the 15th of each month until paid, to a maximum of \$560.00.

WHERE CAN I GET AN APPLICATION FOR REGISTRATION?

Applications are available at the Mundelein Village Hall, or on the Village website, www.mundelein.org. Select the Forms/Maps tab from the toolbar, and under the Building Department category, you will find a list of forms.

WHEN AND WHERE ARE THE CRIME FREE SEMINARS HELD?

The Crime Free Seminars will be held at the Mundelein Police Department. Classes will be available over two-week nights, or on a Saturday. Please check with the Mundelein Police Department at 847-968-4600 or the Mundelein

Building Department 847-949-3283 for a current schedule of seminars. Seminar sign-up sheets will also be available upon submittal of the application to the Building Department.

HOW DOES THIS RENTAL REGISTRATION HELP ME AS A TENANT?

Rental property owners are required to obtain a Certificate of Registration from the Village of Mundelein in order to rent their property. This Certificate can be revoked if the property owner fails to maintain their property to the codes established by the Village.

HOW DOES THIS RENTAL REGISTRATION HELP ME AS A LANDLORD?

As part of this program, attendance to the Crime Free Housing Seminar is required. Through this seminar, property owners will be provided with information and training in the proper use of leases, tenant reference checks, indications of criminal activities and more.

WHO IS RESPONSIBLE FOR REPAIRS AND MAINTENANCE?

Ultimately, the property owner is responsible for repairs and maintenance to the property and regardless of any arrangements that may have been made between the owner and the occupant. The property owner is also responsible to ensure that the property remains in compliance with Village Codes.

HOW MANY PEOPLE CAN I RENT TO?

The Village Property Maintenance Code requires 70 square feet of bedroom floor space when only one person occupies a bedroom, and 50 square feet per person when occupied by more than one. The total number of people that can occupy a unit is based on the total of all bedroom calculations.

Examples:

Bedroom 1

10x10= 100 square feet, for a maximum of 2 people.

Bedroom 2

12x16=192 square feet. $192/50=3.84$, or a maximum of 3 people. The total occupancy for this unit would be 5 people.

ARE INSPECTIONS PERFORMED AS PART OF THIS PROGRAM?

While there are no required inspections to obtain a Certificate of Registration, the Village conducts periodic inspections of properties daily throughout the Village. Interior inspections may also be conducted if generated by a complaint from a tenant or neighbor.

CRIME FREE HOUSING



The Crime Free Housing Program is a crime prevention initiative designed to work in conjunction with the Community Policing Philosophy. The focus is to work with property owners to find solutions that will ultimately reduce police calls for service and help eliminate crimes associated with gangs and drugs. The Crime Free Housing Program consists of three phases including eight-hour management training, C.P.T.E.D (Crime Prevention Through Environmental Design) inspection, and safety social gathering. Our goal is to work with tenants and property owners to improve the overall quality of life for tenants and the community as a whole. In turn, it provides additional security to property owners, potential for increased occupancy, civil liability reduction, and strengthens partnerships with their tenants. This program provides another tool in the fight against crime, and if tenants and property managers make a dedicated effort to work with the police, our chances for success in reducing crime becomes greater.

For more information regarding the Crime Free Housing Program,
contact the Mundelein Police Department—Code Enforcement Officer at
(847) 968-3784