

ROUND LAKE BEACH CRIME FREE MULTI-HOUSING

2018

REFRESHER COURSE



WHAT IS THE REASON FOR THE CRIME FREE PROGRAM??

IT IS OUR MISSION TO REDUCE THE NUMBER OF:

1) Problem Tenants

To reduce the number of

2) Crimes

Which will reduce the number of

3) Victims

A Safer and Happier
Community

HISTORY OF THE CRIME FREE MULTI-HOUSING PROGRAM IN ROUND LAKE BEACH

- IT WAS CREATED IN 2006 DUE TO ONGOING GANG, DRUG, AND QUALITY OF LIFE ISSUES.
- IT CREATED A PARTNERSHIP BETWEEN THE POLICE DEPARTMENT AND PROPERTY OWNERS.
- IT MAKES ROUND LAKE BEACH A LESS DESIREABLE PLACE FOR CRIMINAL ELEMENTS

CRIME FREE LEASE PROGRAM

Although State statute provides for some assistance, the Ordinance for crime free housing allows the Landlord access to evict problem tenants, provides additional protections to the Landlord's property and allows the Village to attempt to remove problem Tenant's from the community.

ROLES IN THE CRIME FREE PROGRAM

❑ Police Department

- ❑ Conduct initial training on the Crime Free Program
- ❑ Conduct initial training on thorough background checks
- ❑ Monitor and advise landlords of negative contacts with tenants / guests of tenants
- ❑ Should it be necessary to require a landlord begin an eviction, provide a certified letter with the reasons to both the landlord and tenant


❑ Landlord / Property Manager

- ❑ Attend initial training on Crime Free and background checks
- ❑ Utilize the information and do a thorough background on prospective tenants
- ❑ Be involved (do inspections both announced and simple drive by to check property)

❑ Economic Development

- ❑ Conduct initial inspection to ensure a safe rental property
- ❑ Issue the Crime Free Certificates
- ❑ Conduct yearly inspections to ensure a safe rental property

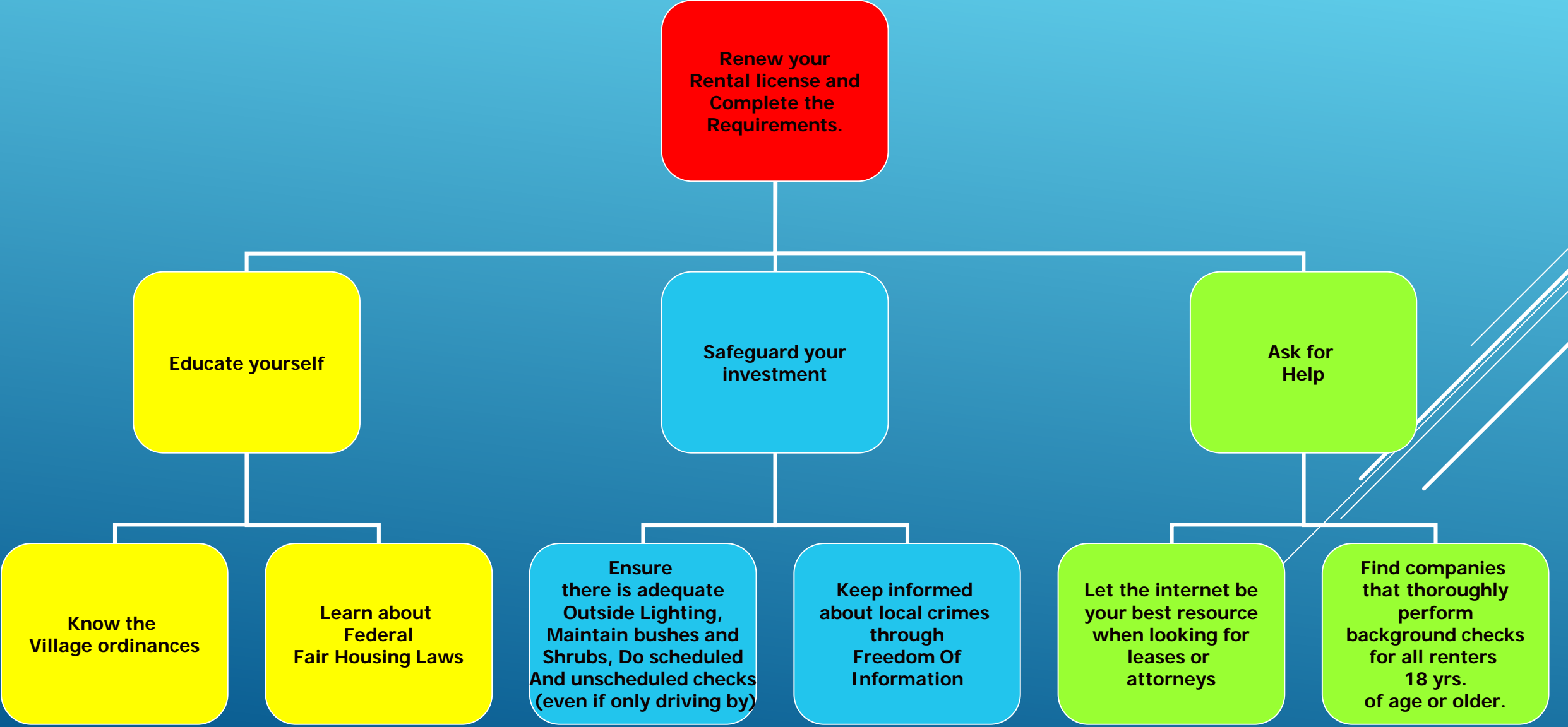
120 ILLINOIS MUNICIPALITIES AND GROWING

- ❑ Schaumburg
 - ❑ Mount Prospect
 - ❑ Wheeling
 - ❑ DesPlaines
 - ❑ Rosemont
 - ❑ Oak Forest
 - ❑ Alsip
 - ❑ Hazelcrest
 - ❑ Glendale Heights
 - ❑ Tinley Park
 - ❑ Park Forest
 - ❑ Westmont
 - ❑ South Chicago Heights
 - ❑ Hanover Park
 - ❑ Carpentersville
 - ❑ Palatine
 - ❑ Riverdale
 - ❑ Elgin
 - ❑ Naperville
 - ❑ Chicago Heights
 - ❑ Forest Park
 - ❑ Rockford
 - ❑ Round Lake Heights
 - ❑ Homewood
 - ❑ South Elgin
 - ❑ Aurora
 - ❑ Addison
 - ❑ Midlothian
- 

DOES CRIME FREE REALLY MEAN CRIME FREE?

- No (Nothing is guaranteed!) The term “Crime Free” is a copyrighted phrase for the program and in no way ensures that there is no crime.
- ❑ Those involved in the program work towards the safety of their rental properties.
- ❑ Owners and Managers properly screen prospective tenants to increase the likelihood of getting law abiding citizens to live on their property.
- ❑ Steps are taken to reduce the likelihood that a criminal will live on the property or that a crime will occur on the property. Further steps are taken to remove individuals that violate village ordinance.

SIMPLE STEPS TO A SAFE RENTAL



Renew your Rental license and Complete the Requirements.

Educate yourself

Safeguard your investment

Ask for Help

Know the Village ordinances

Learn about Federal Fair Housing Laws

Ensure there is adequate Outside Lighting, Maintain bushes and Shrubs, Do scheduled And unscheduled checks (even if only driving by)

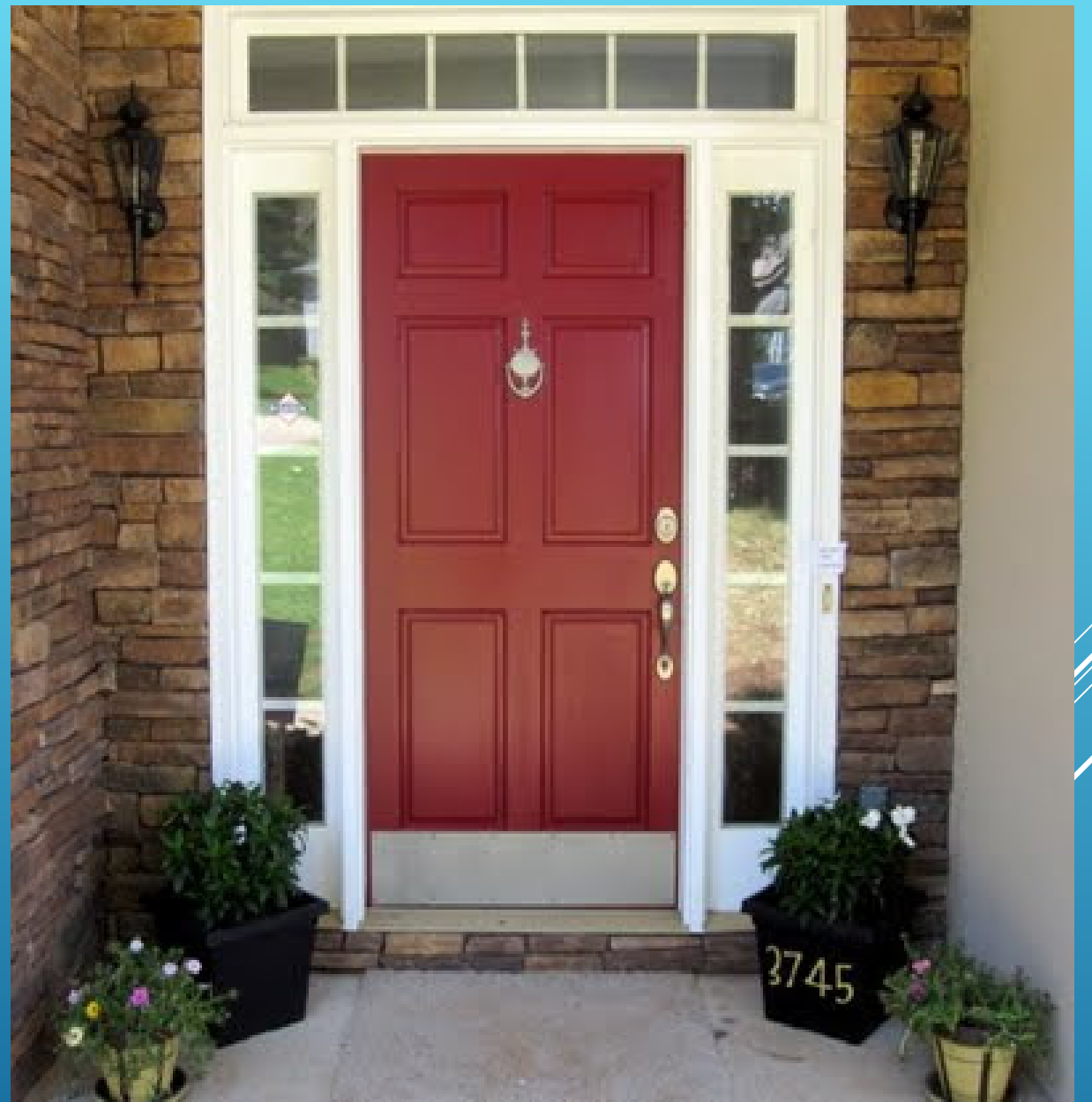
Keep informed about local crimes through Freedom Of Information

Let the internet be your best resource when looking for leases or attorneys

Find companies that thoroughly perform background checks for all renters 18 yrs. of age or older.

WHERE IS THE
BEST PLACE TO
STOP CRIME??

At the Front Door!!



WHAT DOES THIS MEAN??

Be prepared to rent

- Obtain and use an Application for the lease.
- Perform a thorough background check.
- Contact references.
- Conduct thorough interviews with prospective tenants and all parties who may live at the premises.

Remember, this is a business investment!!

PRIOR TO BEGINNING YOUR SEARCH, DEVELOP WHAT YOUR CRITERIA WILL BE



- Minimum credit scores
- What, if any stance, on criminal background (i.e. Misdemeanor, Felony, Charged, Convicted)
- Total number of occupants
- Pets / No Pets



AND STICK TO THEM!!!

OBTAIN AND USE AN APPLICATION FOR LEASE

Have Application include information concerning

- Full name,
- Social Security Number,
- Driver's License Number (with photocopy)
- Employer Information
- Bank Account Information
- References
- Last place of residence
- Nearest Living Relative
- All Vehicle Information
- Take a digital photo of tenant

PERFORM A THOROUGH BACKGROUND CHECK

Instruct the tenant during the interview that you intend to run a background check to include:


- Driver's License History and Status
- Criminal Background Check
- Chain of Residency
- References Check
- Credit Check
- Discuss every aspect of Lease, Rules and Crime Free Lease Addendum.

▶ [Sec. 6-1-3. - Chronic nuisance property \(click link to see full ordinance\)](#)

Some important sections of this ordinance

- ❑ Any property or unit occupied by one or more persons not holding title to the structure or premises and not residing in the premises with one holding the title to the premises as his/her principal residence, where the tenants **or their guests, whether invited or uninvited**, have documented incidents of nuisance activity as defined below either at the rental property or in the Village limits of Round Lake Beach shall be a nuisance rental property.
- ❑ Any single event involving; Unlawful use of weapons, Mob action, Discharge of firearms, Gambling, Possession, manufacture or delivery of a controlled substance, Assault, battery or related offenses, Sexual abuse or related offenses, Public indecency, Prostitution, Criminal damage to property, Possession, cultivation, manufacturing, or delivery of cannabis, Street gang activity, any violation of a federal law or local ordinance which constitutes substantially similar conduct to the offenses set forth above.
- ❑ No property shall be considered a nuisance property if: Contacts are made due to tenant being a victim in a domestic or sexual violence call or a medical emergency.

DO NOT DISCRIMINATE
AGAINST
PROTECTED CLASSES OF
PEOPLE!!

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the image.

Illinois Protected Classes

- Race
- Color
- Religion
- National Origin
- Ancestry
- Age
- Sex
- Sexual Orientation
- Marital Status
- Familial Status
- Handicap (Physical or Mental Disability)
- Order of Protection Status
- Military Service

Federally Protected Classes

- Race
- Color
- Sex
- National Origin (Country of Birth)
- Religion
- Handicap (Physically or Mentally)
- Familial Status

TIPS TO HELP DO A BACKGROUND CHECK

- ❑ Use the internet and free services available to you.
 - ❑ <https://circuitclerk.lakecountylil.gov/publicAccess/html/common/index.xhtml> (Most Counties in IL have their own public access website, WI uses a state wide search) <https://wcca.wicourts.gov/>
 - ❑ Sex Offender Registry's <https://www.isp.state.il.us/sor/> National Sex Offender Registry <https://www.nsopw.gov/>
 - ❑ Search for Social Media Accounts of the tenants: Facebook, Snapchat, Twitter, Instagram, YouTube, etc.... (check names, phone numbers, addresses, business names)



Be your own DETECTIVE!!!

- ❑ When a potential renter fills out a rental application for your property they usually provide you with their current or previous address.
 - ❑ Fill out a freedom of information form in the town where they currently or previously lived and ask for the number of “calls for service” the property had in the past year.
 - ❑ If the police have been to the previous address 20 times in a year, this could be a red flag for you.
- ❑ Check both the Illinois and National Sex Offender registry’s
 - ❑ Know local and state laws regarding sex offenders and where they are restricted to live.
 - ❑ Check your local parks, schools, and licensed at home daycares using your zip code in search. <https://sunshine.dcf.illinois.gov/Content/Licensing/Daycare/Search.aspx>
 - ❑ if you plan on renting to a sex offender to ensure there are no violations that would not allow that person living there.
 - ❑ While your applicant has paid their debt to society and is on parole, they may have lied on their application about their past criminal history. Falsifying an application voids it.

Just because someone has committed a crime in the past does not mean they will commit a crime in the future but your applicant’s honesty and your criteria for your rental are very important.

Welcome to the Lake County, Illinois, Clerk of the Circuit Court's Public Access System

This site provides access to certain civil, criminal, and traffic public records of the 19th Judicial Circuit Court of Lake County, Illinois. The information displayed is an exact copy of the case information entered into the circuit court's case management system. The court record summaries viewed here are all public records under Illinois open records law.

Search Criteria

Search by: Name: Date of Birth (MM/DD/YYYY): Case Group: Case Status: Date Filed:

NOTE: Please complete required fields. The allowed maximum number of results is 500. Providing additional criteria will refine your search and narrow search results.

Terms of Agreement

Electronic information is extracted and collated 1 business day in advance of the current date. Therefore, changes or additions made during that period to court schedules are not reflected in the on-line data.

Please note that cases that are impounded or expunged, including, but not limited to Adoption and Juvenile will not be displayed.

This website is provided by the Clerk of the Circuit Court of Lake County as a public service. This website is intended to be used as a

I accept the Terms of Agreement.

If you are already logged into your Google Chrome account, you do not need to do anything other than select the "I'm not a robot" check box. If you are not logged into a Google Chrome account, you must select all images as indicated to proceed and view case information.

I'm not a robot



reCAPTCHA
Privacy - Terms

CLEAR FORM

SUBMIT

LAKE COUNTY PUBLIC ACCESS

	Filed Date	Case Type	Case Sub Type	Case Status
	2017-09-14	TRAFFIC	SPEED OVER/UNDER	ACTIVE
	2017-07-05	MISCELLANEOUS REMEDY	ADMINISTRATIVE REVIEW	ACTIVE
	2017-05-01	LAW MAGISTRATE	FORCIBLE ENTRY & DETAINER	CLOSED
	2017-04-03	TRAFFIC	DRIVER'S LICENSE/PERMIT	ACTIVE
	2017-04-03	TRAFFIC	INSURANCE	ACTIVE
	2017-04-03	TRAFFIC	DRIVER'S LICENSE/PERMIT	ACTIVE
	2017-04-03	TRAFFIC	CHILD OR MINOR	ACTIVE
	2017-04-03	TRAFFIC	CHILD OR MINOR	ACTIVE
	2017-04-03	TRAFFIC	REGISTRATION OR TITLE	ACTIVE
	2017-03-10	ORDER OF PROTECTION	OP INDEPENDENT	CLOSED
	2017-03-10	ORDINANCE VIOLATION	OBSTRUCT	WARRANT
	2017-03-10	ORDINANCE VIOLATION	DISORDERLY CONDUCT	WARRANT
	2017-03-08	TRAFFIC	DRIVER'S LICENSE/PERMIT	WARRANT
	2017-03-08	TRAFFIC	CHILD OR MINOR	WARRANT
	2017-03-08	TRAFFIC	EQUIPMENT	WARRANT
	2016-12-27	ORDER OF PROTECTION	OP INDEPENDENT	CLOSED
	2016-11-02	TRAFFIC	SPEED OVER/UNDER	CLOSED
	2016-08-05	ORDER OF PROTECTION	OP INDEPENDENT	CLOSED
	2016-07-06	CRIMINAL MISDEMEANOR	DISORDERLY CONDUCT	CLOSED
	2016-01-27	TRAFFIC	OTHER	CLOSED
	2016-01-20	CRIMINAL FELONY	AGGRAVATED BATTERY	WARRANT
	2015-09-11	ORDER OF PROTECTION	OP W/PENDING D OR F CASE	CLOSED
	2015-05-13	LAW MAGISTRATE	FORCIBLE ENTRY & DETAINER	CLOSED
	2015-05-12	ORDER OF PROTECTION	OP W/PENDING D OR F CASE	CLOSED
	2015-05-07	CRIMINAL MISDEMEANOR	BATTERY(DOMESTIC)	CLOSED

Illinois Sex Offender Information

Offender Search

Last Name

* Letters & hyphen only

City

* Letters & spaces only

Zip Code

County, Incarcerated or
Out of State

Status

Homeless

Offender Type

Results

Find

Clear

Agency Links

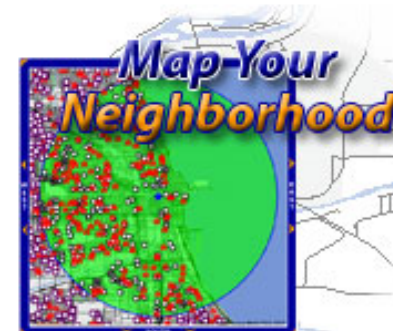
Mapping

Features



The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.

Geographic searching is also available on the Sex Offender Registry Information website. To begin a search, click the Map Your Neighborhood link to the right to be directed to the mapping page. Enter an address in the search box or click on a location within the map. Click on a yellow marker to display the offender details in the right pane.



Links

- [Attorney General](#)
- [Illinois Department of Corrections](#)
- [Illinois State Police](#)
- [I-SORT](#)
- [National Sex Offender Public Website](#)
- [Sex Offender Management Board](#)

Education and Safety Links

- [National Center for Missing and Exploited Children](#)
- [Center for Sex Offender Management Publications](#)
- [United States Department of Justice, Child Exploitation and Obscenity Section](#)
- [Federal Bureau of Investigation, Innocent Images National Initiative](#)

Documents

- [Study: Sex Offender Registration in Illinois](#)

Legislation

- [Sex Offender Registration Act](#)
- [Sex Offender and Murderer Community Notification Law](#)
- [Child Sex Offender Restrictions - Residency and Loitering Restrictions \(720 ILCS 5/11-9.3\)](#)
- [Sexual Predator & Child Sex Offender Presence or Loitering in or near Public Parks \(720 ILCS 5/11-9.4-1\)](#)

NSOPW Mobile App

Now Available

The public safety resource used by over 60 million people, now at your fingertips.



National Sex Offender Quick Search *

Enter a first name and last name; then press Search.

FIRST :

LAST :

SEARCH >

OR

[search by location](#)

** Registries for all 50 states, the District of Columbia, U.S. territories, and Indian Country.*

TIPS ON HOW TO HELP DO A BACKGROUND CHECK

❑ Find a company that does complete background checks. (These are only examples due to companies always changing. Please do your research prior to using)

❑ Tenant Verification 877-974-9328

❑ www.tenantverification.com

❑ E-Renter 877-332-0078

❑ www.e-renter.com

❑ Acranet CISI 815-215-1030

❑ www.creditinformationservice.com

❑ Choice DATA 888-758-6346

❑ www.choicedata.com

❑ First American Registry 800-999-0350

❑ www.residentscreening.com

❑ Resident Data, LLC 800-487-3246

❑ www.residentdata.com

❑ Aurico Reports 847-255-1852

❑ www.aurico.com

❑ Smart Move

❑ www.mysmartmove.com

AREAS THAT SHOULD BE INCLUDED IN LEASE

- Rent Amount.
- Security Deposit (collect and ensure it clears before allowing tenant to move in and Default provision).
- Pet Clause (Kind, Number and Cleanup).
- Late Fee (designated as additional rent).
- Failure to Pay or Bounced Check Provision.
- Holdover Clause.
- Attorney's Fees.
- Utilities and Maintenance.
- Association Issues (if any).
- Restrictions on Guests and what constitutes a "Guest."
- Vehicles (number of allowable vehicles and all information concerning vehicles).
- Provision stating that damage to the premises caused by the tenant shall be added as additional rent.
- Renter's Insurance and the effect of pets on insurance (both Renters and Homeowners).
- Abandonment Provision.
- No Waiver Clause.
- Infestation Clause.
- No Business Operations Clause (including one or multiple night lodging sites)
- Alteration/Modification Prohibition Clause
- No Code Violation Clause
- Notice Clause (allowing posting)
- Application as part of Lease Clause
- Severability Clause



SUGGESTIONS FOR LANDLORDS



- ❑ Maintain Lease file for each property to include
 - ❑ Take before and after photos of all areas of the residence including the outside.
 - ❑ Have an exterminator check the residence to show there are no infestations
 - ❑ Keep a running ledger and all receipts of payment
 - ❑ Keep a copy of all correspondence with the tenants
- ❑ Set the tone right off the bat
 - ❑ Establish a Landlord / Tenant relationship.
 - ❑ Do not be known as the "nice" or "understanding" landlord.
 - ❑ Make sure tenants sign and initial all documents.



Cash Receipt							
Received From _____	the amount of \$ _____						
For _____							
Current Balance: \$ _____	<table border="1"><tr><td><input type="checkbox"/></td><td>Cash</td></tr><tr><td><input type="checkbox"/></td><td>Cheque</td></tr><tr><td><input type="checkbox"/></td><td>Money Order</td></tr></table>	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Money Order
<input type="checkbox"/>		Cash					
<input type="checkbox"/>		Cheque					
<input type="checkbox"/>	Money Order						
Payment Amount: \$ _____							
Balance Due: \$ _____							
Received By: _____							

Cash Receipt Template

HAVE YOU BEEN INSPECTING YOUR RENTAL PROPERTY??

- ▶ During the initial seminar the topic of inspecting your rental property was covered. It is always important to inspect the unit to ensure the upkeep is appropriate and all security measures are in working order.
 - ▶ Check doors and windows to ensure they close and lock sufficiently.
 - ▶ Check all exterior lighting (check at night as well).
 - ▶ Visually inspect the interior of the rental. Are the renters keeping the unit clean, free of garbage/waste?
 - ▶ Repair any damage that may interfere with safety or may cause a health hazard.
 - ▶ Contact Economic Development to report anything that may be a safety/health or welfare hazard.
- ▶ Make sure to provide adequate notice to the renters before each inspection. Make sure your lease agreement clearly indicates an owner or agent can rightfully inspect the unit throughout the term of the lease.

IMPORTANT NUMBERS

- Crime Free Coordinator - (847)546-2127 Ext 120
- All Emergency - 911
- Non-Emergency calls - (847)270-9111
- Police Department main number – (847)546-2127
- Economic Development (847)740-6026

❖ IF THE CALL IS ABOUT CURRENT ILLEGAL ACTIVITIES CALL 911 SO AN OFFICER CAN RESPOND AND DOCUMENT THE CALL.

RE-CERTIFICATION AGREEMENT FORM

- ❑ **After you have completed reading all of this Landlord Recertification Presentation**, please click the link below and print out the Landlord Recertification Agreement Form. Read, initial and sign the form.
- ❑ The signed form can be delivered to Economic Development by:
 - ❑ Mail at 1937 N. Municipal Way, Round Lake Beach, IL, 60073
 - ❑ Fax at 847-201-7229
 - ❑ Dropping off at the Village Hall.
- ❑ [Click here to open the Landlord Re-certification Agreement Form](#)