



Residential Rental Certification Program

Landlord Guide

(Revised July 2019)

Landlords are Business Owners

It is the Village's position that landlords are business owners. As with any business owner, it is a landlord's responsibility to:

1. Be aware of VRLB regulations that impact its business
2. Maintain a property that is safe, attractive and compliant with all code provisions
3. Insure activities occurring at and within the property abide by all laws and codes
4. Manage a relationship with the Village, including online account management, promptly responding to correspondence, providing up-to-date contact information, maintaining compliance with the RRCP, providing timely payment of fees, etc.

Conducting Rental Certification Business Online

Your certification will not be processed without a valid email address

There are two aspects to conducting business online:

1. Landlords are required to establish and regularly monitor a personal email account for all Village communications related to the RRCP. All notifications will be sent by email including appointments times for inspections, results of inspections, renewal information, code violation notices, correspondence, etc.
2. Registration and payment of fees will be handled online through the VRLB website. The Village maintains a page on its website devoted to the Rental Certification Program through which all materials, forms and links can be accessed.

A note about privacy: The Village will only use your email account for business required to facilitate compliance with the RRCP. Your email will not be shared or used for any other purpose.

Summary of Application & Annual Renewal Process

A landlord's application for initial registration and annual renewal is complete when all of the following items are addressed. Failure to complete any of these items constitutes non-compliance.

1. Successfully pass the inspection (unless you qualify to skip this year's inspection)
2. Submit a completed application form
3. Pay the renewal fee
4. Update Crime-Free Certification status, if needed
5. Resolve any outstanding enforcements, payments and/or liens with the Village

Key Dates & Deadlines

Key dates for every property are below. For landlords that have multiple properties, every effort will be made to keep all properties on the same schedule.

- **Initial Renewal Notice & Instructions:** Around October 1, every landlord will receive a personalized notice that includes your date & time for inspection(s), renewal fee, Crime-Free Certification status, and overall instructions to complete the certification process. Be on the lookout for this email and save it as a reference until your certification is finalized.

- Property Inspections: Your initial property inspection(s) will occur between November 1 and February 28. If the property fails the initial inspection, a re-inspection will be scheduled approximately 10-20 days later.
- Personal Final Due Date: Your personal final due date will be scheduled 30 days after the initial inspection. By that date, all compliance requirements must be met as described above in the *Summary of Application & Annual Renewal Process* section. This includes passing the inspection passed, submitting a completed application, payment of all fees, updating of Crime Free status, and resolution of all enforcements, payments and liens.

Payment of Renewal & Other Fees

The RRCP page on the VRLB website has a link from which to pay renewal fees (and if applicable, other incurred fees such as for re-inspection, no-shows, etc.). Upon clicking the link:

- Landlords that own one rental property in the Village should enter the address of the rental.
- Landlords that own multiple units should enter the property owner's name to bring up the addresses of all of your rental properties in the Village. Simply click the box of each property address, and you will be able to make one payment for multiple properties.

Inspection & Compliance with Property Maintenance Codes

Residential rental properties will have a comprehensive interior and exterior inspection conducted by a Village Inspector to insure compliance with all Village code provisions. Re-inspections are required to insure identified violations are remedied. An inspection checklist is included at the end of this Landlord Guide. We strongly encourage landlords to walk-through their property prior to the inspection with the checklist and make any need repairs in advance of the inspection. Be sure to remember to change the batteries in smoke & carbon monoxide detectors and to test electrical outlets. This may save you the time and cost of a re-inspection.

Inspections of Multi-Unit Buildings

Properties that have multiple units within will include inspection of the exterior, common areas and mechanical systems of all buildings. Buildings with more than one dwelling unit will require inspection of 25% of all units. When the calculation of 25% creates a fraction of a unit, it will be increased (rounded up) to the next full whole number of dwelling units to be inspected. For example, a building with 15 units will require inspection of 4 units. In no case will less than one unit per building be inspected. Determination of the individual dwelling units to be inspected will be at the Village's sole discretion.

Inspection Appointments & Inspection Results

You will be informed of the date and time of your inspection(s) in the personalized email notice sent around October 1. All inspections are pre-scheduled in this manner, so there is very little opportunity to reschedule. However, landlords will be given an opportunity during the summer months to state if they are unavailable at certain times or if they have inspection preferences. All initial inspections occur between November 1 and February 28. Your inspector may arrive between 15 minutes before/after the scheduled time. The inspection of a single-family home generally lasts a maximum of 40 minutes, whereas inspections of condos and townhomes typically last around 20 minutes. Landlords are not required to attend, but someone 18 years of age or older must be available and present during the inspection. It is the landlord's responsibility to notify the tenant of the inspection appointment and/or if that tenant is expected to be present during the inspection. No-shows and denying access will result in a \$100 fee. You will receive the results of your inspection via email within 72 business hours along with a re-inspection appointment date and time if needed.

Re-Inspection Appointments

Re-inspections are required to insure violations have been remedied, and are typically scheduled approximately 10-20 days after the initial inspection. You will be notified of the re-inspection time at the same time you receive the results of your initial inspection (see above paragraph). Re-inspections typically last 15 minutes. The same rules apply to re-inspections as they do with initial inspections: someone 18 years of age or older must be available and present, no-show and cancellation fees apply, the inspector may arrive 15 minutes before/after, etc. The results of the re-inspection will be emailed to you within 72 business hours (along with another re-inspection appointment time if necessary).

Housing Quality Standards (HQS) Inspections

HQS inspections are not considered an allowable substitute for a Village inspection. Landlords accepting Housing Choice (Section 8) Vouchers through local housing authority are required to obtain a rental certificate, be inspected by VRLB and to comply with Village codes and standards. Similarly, public housing and publicly-funded facilities must obtain a rental certificate and comply with VRLB codes and standards.

INCENTIVE -- Eligibility for Biennial Inspections & Reduced Application Fee (Single Family Homes Only)

Single-unit properties that pass their inspection at the initial inspection and meet all other requirements by their personal deadline will be eligible for biennial inspections, resulting in a savings of time and money for qualifying properties and landlords. In addition, the application fee will be reduced by 50% during the years in which no inspection is required. Note that all other requirements remain: in other words, eligible landlords must submit the application, pay the fee, update their Crime-Free status and resolve any open enforcements, liens or unpaid invoices. Multi-unit buildings are not eligible for biennial inspections.

Fees for Single Family Homes

Annual Application Fee	\$50
Biennial App Fee if No Inspection	\$25
1 st Re-Inspection	\$100
Additional Re-Inspections	\$100
No-Show Fee	\$100
Cancellation within 48 Hours	\$100
Cancellation 48 Hours+ in Advance	\$0 first time; \$50 each cancellation thereafter
Late Fee (After Personal Due Date)	\$100

Fees for Multi-Unit Buildings (2+ Units)

Annual Application Fee	\$25 per building
Inspection Fees	\$25 per unit to be inspected
1 st Re-Inspection	\$100*
Additional Re-Inspections	\$100*
No-Show Fee	\$100*
Cancellation within 48 Hours	\$100*
Cancellation 48 Hours+ in Advance	\$0 first time; \$100 each cancellation thereafter
Late Fee (After Personal Due Date)	\$100 per rental unit (Maximum of \$1,200)

**One \$100 fee per appointment, regardless of number of inspections to be conducted.*

Crime-Free & Nuisance Abatement Programs

These national programs have been adopted locally in VRLB and are administered by the Police Department in conjunction with the code enforcement team. A copy of the ordinance and related materials are available on the Village's website. Highlights of the program are as follows.

- a) All landlords are required to attend a Crime-Free Seminar prior to issuance of the initial rental certification. VRLB offers this 5-hour class quarterly, always on a Saturday from 8am-1pm. We also accept certificates of attendance from other certified communities offering this seminar.
- b) All landlords must participate in a refresher course every three years as well as submit the Landlord Recertification Agreement Form. This online course takes about an hour and is available on the Village's website.
- c) All rental properties must incorporate the Crime-Free Lease Addendum as part of its lease.
- d) A property declared as a chronic nuisance may lose its rental certification or lead to eviction proceedings. A nuisance is identified as a property with 4 or more ordinance violations in a 180-day period or with an unreasonably high number of police calls.

Qualified Exclusions

A Rental Program Certificate of Compliance is not required by title holders renting to an immediate family member (defined as a parent, sibling or child of an owner), or by property owners who rent their dwelling unit for less than 120 consecutive days but occupy the dwelling unit during the remainder of the year. Eligible properties must submit a Qualified Exclusion Form that is signed by a title holder and notarized. The Village will notarize the document at no cost.

Your Certificate

The Village does not issue an actual certificate, as there is no requirement to display the RRCP Certificate. Landlords will receive an email upon full compliance that serves as evidence of your certification.

Questions

All questions and correspondence should be directed to RENTALCERTIFICATION@roundlakebeachil.gov. You will receive a response within 2 business days.

Inspection Checklist

The below checklist will be used in determining if the property is in compliance with the Village's code provisions. Please be aware that additional items may be identified in the course of an inspection. Review the Village Code on the VRLB website for a complete list of standards.

Exterior

- a) Address numbers are clearly visible on front of property
- b) Façade & paint is in good repair
- c) Roof is safe & functional
- d) Property is clean, safe & sanitary
- e) Free from debris & trash
- f) Free from holes, breaks, rotting materials, etc.
- g) Weatherproofed & properly surface-coated
- h) Foundation is safe, tuck-pointed & painted
- i) Holiday lights are not up 90 days past holiday

Exterior Structure & Hardscapes

- a) Fence is in good repair
- b) Swimming pool is in good repair & is clean/sanitary
- c) Driveway/approach is paved & in good repair
- d) Decks/porches/balconies are in good repair
- e) Garage is in good repair
- f) Sheds & outbuildings are in good repair

Landscaping

- a) Trees/limbs do not create a structural nuisance
- b) Grass & weeds do not exceed 8 inches

Vehicles on Property

- a) Are operable & not in a state of disassemble/disrepair
- b) Properly parked & stored (not in grass/yard/dirt/etc.

Basic Health & Safety

- a) Smoke detectors are on every level & in all bedrooms
- b) Carbon monoxide detectors within 15 feet of all bedrooms
- c) Stairs are sound & in good repair
- d) Handrails on all stairs (4 or more, 30+ inches high)
- e) Property is free from mold & environmental hazards
- f) Property is free from infestation

Electricity

- a) Closet light fixtures covered & have 12" clearance
- g) Outlets w/i 6ft of any sink are GCFI receptacle
- b) Cover plates on all outlets & switch plates
- c) Panels are properly labeled
- d) Service is properly grounded & secure
- e) Electric in garage meets code; no open boxes/wires

Furnace, Gas & Ventilation

- a) Furnace is in good repair
- b) Gas line to furnace constructed of approved hard pipe
- c) Has an adequate supply of combustion air
- d) Gas shutoff valve is accessible w/i 6ft of appliances
- e) Chimney/flue are sound & in good repair

Plumbing & Drainage

- a) Shutoff valves & traps are in good repair
- b) Sump pump is in good repair w/ check valve installed
- c) Gutters & downspouts are in good repair
- d) Property is free from drainage hazards

Avoid re-inspection fees by insuring your property is in compliance at the initial inspection. Remember to change the batteries in smoke & carbon monoxide detectors and to test electrical outlets in

advance of the inspection. The Village's inspection team is happy to answer any & all questions in advance of your appointment.