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**ORLAND
PARK**

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Rental Housing Requirements

Applications:

No person, corporation, or business entity shall operate a rental property unless a valid rental housing license has been issued by the Village of Orland Park. The Rental Application (found on the website below) is an electronically fillable document. Hand-written applications are not accepted. All applications must be submitted to Development Services located on the second floor of the Village Hall with payment in the form of a check made out to "Village of Orland Park", cash, over the phone with the cashiers office, or on the Village's website at www.orlandpark.org. The annual license fees are as follows:

Single Family Detached Residence \$100.00 per unit
Single Family Attached Residence(including all townhomes) \$100.00 per unit
Multi-Family Residence \$100.00 + \$15.00 per additional unit within the same building

Residential Rental Property Inspection:

Once the application is received and payment made, a letter with a date and time for inspection will be sent to the property owner's mailing address. If the property is a single family home, townhome or condo, you may arrange for the Property Maintenance Inspector to meet with the tenant in order to complete the required inspection. For multi-unit buildings, the owner or agent must accompany the inspector. Any violations are required to be corrected within the given timeframe as determined by the Inspector. Failure to correct the violations can result in a citation and additional fees. Once approved, a rental housing sticker will be issued for the property. Inspections are on a tri-annual basis.

Crime Free Housing Landlord Training Seminar:

Landlords and/or property agents are required to attend one, eight (8) hour landlord training seminar. The Village of Orland Park Police Department provides quarterly training seminars each year. Visit the website below to register for the next available class. For questions on Crime Free Housing, email crimefreehousing@orlandpark.org or contact the Police Department at (708) 403-6178.

Crime Free Housing Lease Addendum:

All leases must include the Village of Orland Park's Crime Free Lease Addendum. It can be found on the website below. All tenants of the rental unit, age 18 years of age or older, must sign the Crime Free Lease Addendum. This must be available at the request of the Village of Orland Park, as well as the signed lease.

Additional Information and Questions:

For more information, including the entire Rental Housing Code, a Sample Inspection List, and Frequently Asked Questions, please visit www.orlandpark.org/rentalhousing . For questions

registering your rental property contact Development Services at (708) 403-5300.

Rental Housing Frequently Asked Questions

1. Why did the Village of Orland Park implement a Crime Free Rental Housing Ordinance?

The Village of Orland Park adopted the rental code to provide minimum standards for residential rental housing for the protection of the life, health, welfare, and property of residential rental owners and tenants, as well as that of the general public. This applies to all residential rental properties including single family homes and multi-unit buildings such as townhomes, condominiums, and apartment complexes.

2. Who does this ordinance apply to?

The ordinance applies to all residential rental properties; single family, townhomes, condo's and multi-unit buildings. Residential rental properties will also include owner occupied properties renting to more than four non-family individuals.

3. How often does an owner of a residential rental property have to register?

Annually. Notices will be sent to the current mailing address on file at the end of each year with a renewal slip. It is the property owner or agent's responsibility to update the Village of any changes to their contact information.

4. What are the registration fees?

Single Family Detached Residence \$100.00 per unit
Single Family Attached Residence(including all townhomes) \$100.00 per unit
Multi-Family Residence \$100.00 + \$15.00 per additional unit within the same building

5. How often are the rental properties inspected and when do the inspections take place?

Inspections occur Tri-annually (Once every three years). The inspections are scheduled Monday through Friday, 8:30am-3:30pm.

6. If my rental property does not pass inspection, what is the course of action?

When an inspection is complete, the inspector will leave the owner, agent, or tenant an inspection form with all violations noted and a date the violation's must be corrected by. In addition, a follow up notice with details of the violations to be corrected will be mailed or email to the owner or agent.

7. Is there a fee for my rental property to be re-inspected?

The first re-inspection is free, if violations have not been corrected at the 1st re-inspection, a \$200.00 fee will be charged for the 2nd re-inspection plus citations may be issued for violations not corrected, the 3rd and subsequent re-inspections will be \$300.00 each plus more citations may be issued. Citations require a mandatory court appearance with additional fines associated.

8. What if I can't make my scheduled inspection appointment?

If you are unable to keep the scheduled appointment for your residential rental property inspection, please call the Village of Orland Park at 708-364-8170 to reschedule. If the appointment is not

rescheduled, there are fees for a No-Show appointment not kept by the owner, agent, or tenant. The first no show offense is \$250.00, the second \$500.00 and the third is \$1,000.00. We have many residential rental properties in the Village and the inspectors have full schedules to get all properties inspected and re-inspected.

9. When do I have to designate an agent?

An owner must live within 30 miles of the corporate limits of the Village of Orland Park for building and tenant emergencies. If the owner does not live within this required area, an agent may be designated. An agent must be at least eighteen (18) years of age and this person must have authorization in writing to represent the owner for the residential rental property. Such authority would include being present for inspections, accepting Village notices of code violations, appearing in municipal court and conducting all business with the Village in regards to the residential rental property. The owner's agent must provide an available twenty-four (24) hour emergency contact number to be reached.

10. What areas of the building will be inspected?

The inspector will be insuring that the residential rental property is in code with regards to health and life/safety issues for all tenants. Some of these issues include smoke detectors, currently tagged fire extinguishers, exit and hall lights in working order, handrails, and proper pest control. The overall maintenance of the interior and exterior of the building and units are also inspected; proper electrical and plumbing service, all heating units in good condition, roofs, siding, windows, etc. The interior and exterior cleanliness of the building and property are also observed.

11. What will happen if I do not comply with the Crime Free Housing Ordinance?

A notification will be sent to the property owner that the property is not registered or licensed with the Village. The owner will have 30 days to register the property. If the property is not registered within the allowed 30 days, a citation will be issued. If the rental property and all units are not registered within 60 days of notification of the Village, all rental properties and units must be vacated. If said property is not vacated within the sixty (60) day period, the building owner will be responsible for all fines set forth in this ordinance. Additional citations will be issued with a mandatory court appearance.