



## **INSPECTIONAL SERVICES RENTAL PACKET**

**725 W. 138<sup>TH</sup> ST  
RIVERDALE, IL 60827  
PHONE: 708/849-1798  
FAX: 708-896-6594  
HOURS: MON.-FRI. 9AM-4:30PM**





# Village of Riverdale

157 W. 144<sup>th</sup> Street  
Riverdale, IL 60827-2707  
Phone (708) 841-2200 • Fax (708) 841-7587

Dear Rental Property Owner,

Welcome. As owner of rental property in the Village of Riverdale you are required to be licensed annually per Chapter 15 in the Riverdale Code of Ordinances. A rental property refers to a single-family home, 2 or more units, townhouses, condos, 3 units or more dwellings or mixed used properties that are non-owner occupied.

Rental licenses are valid annually October 1<sup>st</sup> to September 30<sup>th</sup> each year. The license fee for single family homes, townhouses, condominiums and 2-unit dwellings is \$50.00. The license fee for dwellings with 3 or more units is \$20.00 per dwelling unit. Mixed used properties please inquire. **The annual license fees will double if not paid by October 31<sup>st</sup> and other fines may be applied.**

Please complete the enclosed application in its entirety and return application with your license fee. Please make sure the application is signed. Applications not filled out completely will be returned. Once application is received, we will then schedule your inspection. Single family homes, townhouses, condominiums and 2-unit dwellings only need have an outdoor inspection. 3 units or more and mixed-use properties will have an inspection of common areas and outdoor inspections.

Also, you must have a valid Occupancy Permit in order to rent out your property. An occupancy permit must be applied for when renting between tenants. The cost of an Occupancy Permit is \$50 per unit. If you are unsure if you have a valid Occupancy Permit on file, please contact our office. Landlords renting without a valid Occupancy Permit will be fined. Also attach a copy of your Crime Free Lease Addendum with each new rental.

In order to obtain your license with the Village, you must schedule and comply with the Village Inspections, attend the Crime Free Housing Program Seminar and complete and the Crime Free Lease Addendum signed by the Landlord and Tenant every year. For information pertaining to the Crime Free Housing Program Seminar please call the Riverdale Police Department at 708/841-2203 (option 2).

**Other Information >>Penalties<< Non-Compliance**

- **Filing Late:** Cost of Annual License Fee **Doubles.**
- **Rental Sticker:** Non-Display (Non-Compliance) of Annual Rental Sticker License as required -- the Fine is from \$250.00 up to \$750.00.
- **Occupancy Inspection:** Before a new tenant moves in an Occupancy Inspection is required \$50.00 and must pass the occupancy inspection evaluation before a new tenant moves in. No prior move in without an inspection first, fine \$350.00 for each occurrence.
- **Missing Documents:** Missing document or form may incur a fine (s)
- **Rental Sticker:** Non-Display (Non-Compliance) of Annual Rental Sticker License as required within 30 days -- the Fine is from \$250.00 up to \$750.00.
- **Landlord Workshop:** Attendance is required by owner or owner's representative. Fine is \$750.00 for not attending this required workshop. Check scheduling.
- **Vacant Property:** Yearly Vacant Property Registration is required when the building /property becomes vacant.

For more information, please contact Riverdale Inspectional at 708-849-1798. Additional forms can be downloaded at [www.villageofriverdale.net](http://www.villageofriverdale.net).

Sincerely,

*Inspectional Services*

*Village Of Riverdale*



## Riverdale Police Department

725 West 138<sup>th</sup> Street • Riverdale, Illinois • 60827-2498  
(708) 841-2203 • Fax (708) 841-5359



**David W. DeMik**  
Chief of Police

**Lawrence L. Jackson**  
Mayor

**Dear Rental Property Owner:**

**As a new owner of rental property in the Village of Riverdale, you are required to attend the Crime Free Housing Program Seminar. The Crime Free Housing program will teach owners how to keep illegal activity out of rental properties. This seminar will cover the following topics:**

**CRIME PREVENTION  
C.P.T.E.D. (SAFE BY DESIGN)  
APPLICANT SCREENING  
COMMUNITY RULES AND LEASES  
DEALING WITH NON-COMPLIANCE  
PARTNERSHIP WITH THE POLICE  
COMBATING ILLEGAL ACTIVITY  
GANGS AND DRUGS  
CRIME FREE LEASE ADDENDUM**

**This class is mandatory of all Rental Property Owners. Please call the Riverdale Police Department at 708/841-2203 (option 2) to schedule your attendance at the Crime Free Housing Program Seminar.**

**Sincerely,**

**CHECKLIST FOR RENTAL PROPERTIES**  
**SINGLE FAMILY DWELLINGS**

**EXTERIOR:**

- Scrape and paint if and where needed.
- Tuck point if and where needed.
- Repair or replace any rotted wood, including fascia, trim, window frames, etc.
- Shrubs, bushes and grass must be maintained, and all weeds must be cut.
- Address must be posted on the front and rear of property.
- Gutters and down spouts must be in good condition.
- Down spouts must be disconnected from public sewer and directed away from any building. Hole in sewer must be properly capped.
- Any broken window or screens must be replaced.

**INTERIOR:**

- Battery smoke detectors shall be installed on each floor as well as located in each sleeping room.
- Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition on each floor and within 15 feet of every room used for sleeping quarters.
- Inside keyed locks and dead bolts are not allowed on entry or screen doors. Inside thumb latch type locks are permitted.
- All windows must be operable.
- Screens must be in good condition and be provided for all windows and doors.
- Thorough cleaning is required.
- Floors, walls and ceilings must be in good condition.
- Appliances must be clean and good working order.
- Ground fault circuit interrupters must be installed in all bathrooms, kitchen (within six feet of faucet) and on any outside outlets.
- Plumbing and electrical systems must be in good working order.

**APARTMENT BUILDING UNITS**

- Hard wire smoke detectors must be installed in every unit. In addition, smoke detectors must be installed in every sleeping quarters.
- Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping quarters.
- Inside keyed locks or dead bolt locks are not allowed on entry or screen doors. Inside thumb latch type locks are permitted.
- All windows must be operable.
- Screens must be provided for windows and any doors used for ventilation purposes.
- Thorough cleaning is required throughout.
- Floors, walls and ceilings must be in good condition.
- Carpets must be clean and in good condition.
- Appliances must be clean and good working order.
- Kitchen cabinets must be clean and in good condition.
- Ground fault circuit interrupters must be installed in all bathrooms, kitchen (within six feet of faucet) and on any outside outlets.
- Plumbing and electrical systems must be in good working order.
- Furnace must be in good working order. Village ordinance requires heat to be available to tenants September 15<sup>th</sup> to June 1<sup>st</sup>.
- Apartment numbers must be posted on every apartment door.

- Self-closing devices must be installed on every apartment door.
- All apartment buildings of 3 units or more shall have a U.L. listed key lock box. The box shall be installed in a location approved by the Fire Chief or designee. **NOTE: THIS CHECKLIST IS NOT CONCLUSIVE. THERE MAY BE OTHER VIOLATIONS NOT LISTED BUT CITED BY THE INSPECTORS.**

**MULTI-FAMILY DWELLINGS  
ADDITIONAL ITEMS LOOKED FOR ON INSPECTIONS**

**HEATING SYSTEM:** If the building has 6 or more units and is heated by a boiler that exceeds 200,000 btu input, a current boiler certificate from the Illinois State Fire Marshal's Office must be displayed.

**FIRE ALARM SYSTEM:** If your building has 12 or more units or is 4 or more stories in height, a fire alarm system, including hard-wired smoke detectors in each apartment unit and hallways shall be installed, tested and maintained in accordance with NFPA 70, National Electric Code, and NFPA 72, National Fire Alarm Code. The fire alarm system shall have an approved maintenance and testing program. The alarm must be connected directly to the Riverdale 911 Dispatcher Center. This requires a dedicated phone line from the alarm panel to the alarm center.

**SMOKE DETECTORS:** You must install a 110v powered smoke detector within 15 feet of every sleeping area as well as a battery powered smoke detector in **EACH** sleeping room.

**CARBON MONOXIDE DETECTORS:** Every structure that contains more than one dwelling unit shall contain at least one approved carbon monoxide alarm in operation condition on each level within 15 feet of every room used for sleeping purposes.

**KEY LOCK BOX SYSTEMS:** By ordinance, all apartment buildings of 3 units or more shall have a U.L. listed key lock box. The box shall be installed in a location approved by the Fire Chief or designee. The box shall contain the following keys:

- Exterior and interior egress doors.
- Locked mechanical rooms.
- Locked elevator rooms.
- Elevator control panels.
- Any fenced or secured areas.
- Any other areas, as directed by the Fire Chief or designee.
- A floor plan of the rooms within the building.

Our Certificate of Compliance inspections are a general code-based review of the property. The property purchaser should consider obtaining a thorough home inspection completed by a professional building inspection firm.

Please remember that the Village of Riverdale inspectors are firefighter/emergency medical personnel. Emergency responses have priority over inspections, so there are times that a scheduled inspection may not occur. In those cases, your inspection will be re-scheduled as soon as practical.

**ONCE YOU OWN THE PROPERTY**



Fire Safety is our primary concern. Please remember to maintain the safety features of your home or apartment building. Smoke detectors, CO detectors, fire alarm systems, sprinkler systems and fire extinguishers should be monitored to maintain them in a working order.

Please plan two ways out in your home or apartment. Practice your residential fire escape plan.





# Riverdale Fire-Rescue Department

725 West 138<sup>th</sup> Street • Riverdale, Illinois • 60827  
Fire Department: (708) 848-2122  
Inspectional Services: (708) 849-1798, ext. 3927 or ext. 3802  
Fax: (708) 896-6594



Jon Bruce  
Fire Chief

Lawrence L Jackson  
Mayor

## REMINDER "2022-2023" RENTAL RENEWAL LICENSE

August 30, 2022

Dear Landlords/Property Managers:

>> For your convenience, since October 1<sup>st</sup>, 2022, falls on a Saturday, for the 2022-2023 year, the Village will start accepting rental applications on Monday, September 26, 2022, through Tuesday, November 1, 2022.

**>>Annual Rental APPLICATIONS & FEES WILL BE ACCEPTED STARTING Monday, September 26, 2022<<**

**FEES DOUBLE after NOVEMBER 1<sup>st</sup> (Fees Double on - November 2, 2022 Or For New Rental Property within 60 days of Ownership)**

**IF YOU HAVE MORE THAN ONE PROPERTY A SEPARATE APPLICATION IS NEEDED FOR EACH PROPERTY & ALL FORMS MUST BE COMPLETED**

- LICENSE APPLICATION (All Information Must Be Completed)
  - \$50 - 1-2 Unit Buildings
  - \$20/unit - 3 or more Unit Buildings
  - **Note: If there are any tenancy changes, you will need to obtain an Occupancy Permit/Inspection prior to tenant occupying the property - \$50.00 Fee - Failure to do so will result in a \$300.00 fine**
- TENANT FORM (All Tenant Information Must Be Completed Names, Telephone Numbers, Apt. No., Date of Occupancy, Date of Background Check)
- CRIME FREE LEASE ADDENDUMS (For All Tenants, 18 years of Age or over. **New and Existing Tenants**) MUST BE SIGNED BY BOTH CURRENT TENANT AND OWNER/LANDLORD/PROPERTY MANAGER
- CRIME FREE HOUSING WORKSHOP - **New and Existing Landlords** (Please check to see if you need to attend a class - Existing Landlords Renewals are due every 3 years from your original class attendance) - **Please call our office for dates**

**COMPLETED APPLICATIONS WILL BE ACCEPTED AT VILLAGE OF RIVERDALE, INSPECTIONAL SERVICES, 725 WEST 138<sup>th</sup> STREET, RIVERDALE, ILLINOIS 60827. HOURS ARE MONDAY THROUGH FRIDAY 9:00 A.M. TO 4:30 P.M.**

**The Annual License Rental Fees will double starting November 2, 2022. Additionally, failure to file your Annual Rental License Application, or to display the annual the Annual Rental Sticker as required could be subject to suspension of or revocation of rental license(s), fines for non-compliance up to \$750.00; including but not limited to the possibility of water cut off notices, and or other judicial proceedings.**



**Jon Bruce**  
Fire Chief

**Riverdale Fire-Rescue Department**  
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**Lawrence L Jackson**  
Mayor

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED & ALL DEBTS OWED TO THE VILLAGE HAVE BEEN PAID.**

**\*FAILURE TO DISPLAY ANNUAL RENTAL STICKER:** SUBJECT TO SUSPENSION OF RENTAL LICENSE, TICKETS, FINES\*\*, up \$750.00 OR OTHER JUDICIAL PROCEEDINGS.

**STICKERS WILL NOT BE ISSUED/GIVEN OUT UNTIL ALL FORMS ARE COMPLETE AND ALL DEBT OWED TO THE VILLAGE IS/ARE PAID**

1. No initial or renewal operating license shall be issued to any license applicant if (a) such applicant, or a controlling person or affiliate of applicant, has any outstanding fees, fines, assessments, penalties or taxes owed to the village for which the period granted for payment has expired; or (b) if the applicant, or controlling person or affiliate, owns, or has a beneficial interest in, the property upon which the licensed activity occurs or is proposed to occur, there exist past due and/or delinquent real estate taxes for such property, unless the property is exempt from taxation as provided under [35 ILCS 200/23-5](#). No amendment to any operating license shall be approved until all such outstanding debts owed to the Village of Riverdale have been paid.

a. As used herein, the term "controlling person" shall mean five percent or more of the combined voting power or fair market value of all stock, partnership interests or other ownership interests in the applicant or the right to receive at any time the distribution of ten percent or more of the income or profits of the applicant.

b. As used herein, the term "affiliate" shall mean any person or entity that, directly or indirectly through one or more intermediaries, controls, is controlled by, or is under common control with, the applicant.

2. If the applicant or controlling person, if applicable, incurs a fine, fee, assessment, penalty, or tax, for which the period granted for payment has expired, while holding a validly issued village operating license, said license may be suspended or by the village. (Ord. 2019-19 § 4, 2019; Ord. 2015-27 § 3, 2015; Ord. 2014-24 § 13, 2014; Ord. 2007-16 § 2, 2007; Ord. 2007-13 § 2, 2007; Ord. 2002-08 § 11, 2002; Ord. 94-9, 1994; Ord. 91-19, 1991; Ord. 85-11, 1985).

**The Village will start its enforcement process** for rental licenses by sending an invoice or issuing ticket(s) to the property owners. If one or more tickets for violating all applicable code sections (for instance, §15.48.110(A) – License Required, or §15.48.110(I) – Display of License).

Additionally, if the owner or agent fails to re-attend the next available crime-free housing seminar, the owner or agent shall be subject to a fine up to **seven hundred fifty dollars**.

When the application is reviewed and if it is found that there is a Failure to pay pass due fees owed to the Village of Riverdale; the applicant, controlling person or management company may be subject to ticket(s), fines or revocation of rental License or Judicial Proceedings.



# CRIME FREE LEASE ADDENDUM – Village of Riverdale, Riverdale, IL



PROPERTY ADDRESS \_\_\_\_\_

Section 8 Number \_\_\_\_\_

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident’s household or a guest or other person under the resident’s control shall not engage in criminal activity, including drug-related criminal activity, **on or off** the said premises. “Drug-related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in the Illinois Compiled Statutes).
2. Resident, any member of the resident’s household or a guest or other person under the resident’s control **shall not engage in any act intended to facilitate criminal activity**, including drug-related criminal activity, on or off said premises.
3. Resident or members of the household **will not permit the dwelling unit to be used for, or to facilitate criminal activity**, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
4. Resident, any member of the resident’s household or a guest, or another person under the resident’s control **shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance**, at any locations, whether on or off the dwelling unit premises or otherwise.
5. Resident, any member of the resident’s household, or a guest or another person under the resident’s control **shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating, assault**, including, but not limited to, **the unlawful discharge of firearms**, on or off the dwelling unit premises, **or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage**.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for **immediate termination of the lease**. Unless otherwise provided by law, proof of violation **shall not require criminal conviction, but shall be by a preponderance of the evidence.**
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident. **(Original Signature/s and or Electronic Signature, eSign, PandaDoc, HelloSign, eSignature or DocuSign, create a legally enforceable document when incompliance with ESIGN, UETA, eIDAS, protocols. )**

\_\_\_\_\_  
Resident Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Resident Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Resident Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Property Manager’s Signature Date: \_\_\_\_\_





# Riverdale Fire-Rescue Department

725 West 138th Street • Riverdale, Illinois • 60827  
 Inspectional Services 708/849-1798  
 Fax: (708) 896-6594  
[www.villageofriverdale.net](http://www.villageofriverdale.net)

Annual Year \_\_\_\_\_

## ANNUAL RENTAL LICENSE APPLICATION FOR RENTAL PROPERTIES

BUILDING ADDRESS \_\_\_\_\_ PIN/TAX# \_\_\_\_\_

Single-Family Home/Townhouse/Condo  Multi-Family Dwelling # of unit's \_\_\_\_\_  Mixed Used Property # of unit's \_\_\_\_\_

### OWNER INFORMATION

BUILDING OWNER \_\_\_\_\_

OWNER ADDRESS (NO PO BOXES) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
NO. AND STREET CITY STATE ZIP

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
NO. AND STREET CITY STATE ZIP

### OWNER PHONE AND CONTACT INFORMATION:

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_ FEIN/BT#DL# \_\_\_\_\_

### MANAGEMENT INFORMATION – IF NOT OWNER MUST PROVIDE PROOF OF AUTHORIZATION

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

PRIMARY EMERGENCY CONTACT \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

Knox Box:  Yes  No (Knox box required on 3+ unit buildings – No License issued without Knox Box)

### Terms and Conditions

Completing this application does not guarantee that you will receive an Annual Rental License. You must comply with a Village Inspection, have completed the Crime Free Housing Seminar (seminar must have been attended by owner or current management company, all forms completed and turned in and have no outstanding debt in the Village of Riverdale. Annual Rental Licenses are non-transferable.

Issuance of a Rental License does not mean a unit is approved for occupancy. Failure to obtain your Rental License before November 1<sup>st</sup> will result in a fees doubling and a Municipal Ordinance ticket being written with minimum \$250.00 fine. Fines can be issued each day you are not in compliance. You must separately apply for an Occupancy Permit before renting to a new tenant. All license fees will double as of November 1<sup>st</sup>.

**Please use the back page to list all tenants and occupants living in the property. Applications that are not completed in full will not be accepted.**

By signing below, you acknowledge that you understand and agree to all the above conditions.

Applicant Printed Name: \_\_\_\_\_

→ Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **VILLAGE USE ONLY**

DATE PAID:	AMOUNT PAID:	NUMBER OF UNITS:
INSPECTION DATE:	\$	FEES: \$50 1-2 Unit Buildings \$20/unit 3+ Unit Buildings
LICENSE ISSUED DATE:	NUMBER OF UNITS:	NOVEMBER 1 – ALL FEES DOUBLE
Initials:	TYPE OF PAYMENT: CASH, CREDIT	CRIME FREE COURSE DATE:
	DEBIT, CHECK #:	









# Riverdale Fire-Rescue Department

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Fax: 708/896-6594  
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Inspection Date: \_\_\_/\_\_\_/\_\_\_  
Time frame: \_\_\_\_\_  
Fee Paid \_\_\_/\_\_\_/\_\_\_  
Amount Paid: \$ \_\_\_\_\_  
Initials: \_\_\_\_\_  
SFD/MFD Info: \_\_\_\_\_

## OCCUPANCY PERMIT APPLICATION

BUILDING ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ FLOOR \_\_\_\_\_

APPLICATION FOR (check one):  Single-Family Home/Townhouse  Apartment Unit

### OWNER INFORMATION

BUILDING OWNER \_\_\_\_\_

OWNER ADDRESS (NO PO BOXES) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

OWNER PHONE AND CONTACT INFORMATION: \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

### MANAGEMENT INFORMATION

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

### TENANT INFORMATION

TENANT NAME \_\_\_\_\_ PROPOSED DATE OF OCCUPANCY \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ NIGHT \_\_\_\_\_

### Terms and Conditions

Completing this application does not guarantee that you will receive an Occupancy Permit. You must comply with obtaining a Rental License each year in order to rent.

Upon your initial rental inspection, you will have forty-five (45) days from that date to complete all repairs and schedule your re-inspection or your initial inspection will expire. If all violations have not been repaired upon your re-inspection, you must re-apply for an Occupancy Permit and pay all associated fees.

Occupancy Permits are valid for sixty (60) days. If no renter takes occupancy in the above listed home or apartment within sixty (60) days, you must apply and pay for a new Occupancy Permit.

Occupancy Permits must be applied for between each tenant.

Failure to obtain an Occupancy Permit before renting to a new tenant will result in a minimum \$300.00 fine. Fines can be issued each day you are not compliant.

**By signing below, you acknowledge that you understand and agree to all the above conditions.**

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

