



VILLAGE OF RIVERDALE RENTAL INFORMATION PACKET

**VILLAGE OF RIVERDALE
157 WEST 144TH ST.
RIVERDALE, IL 60827
708/841-2200 FAX: 708/841-7587**



Village of Riverdale

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

Dear Rental Property Owner,

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

Annual Rental licenses are valid annually from October 1st to September 30th each year. The license fee for single family homes, townhouses, condominiums and 2-unit dwellings are \$55.00. The license fee for dwellings with three or more units is \$25.00 per dwelling unit. Mixed used properties please inquire. **The annual license fees will double if they are not paid by October 31st.**

Please complete the enclosed application in its entirety and return application with your license fee. This includes list of tenants on back of page along with completed Crime Free Lease addendums signed by your tenants. Please make sure your application is signed. Applications not filled out completely will be returned. Once completed application is received, we will then schedule your inspection. Single family homes, townhouses, condominiums and 2-unit dwellings only need to have an outdoor inspection. Three units or more and mixed-use properties will have an inspection of common areas and outdoor inspections. Once everything has been passed, a license will be mailed to you.

Also, you must have a valid Occupancy Permit to rent out your property. An occupancy permit must be applied for when renting between tenants. Anytime a new tenant moves into the property, you must obtain an Occupancy Permit. The cost of an Occupancy Permit is \$60 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 and any outstanding debt owed to the Village must be paid. For information pertaining to the Crime Free Housing Program Seminar please call the Inspectional Services Department at 708/849-1798.

For more information, please contact Village Hall at 708/841-2200. Additional forms can be downloaded at www.villageofriverdale.net.

Sincerely,

Village of Riverdale



Village of Riverdale

157 West 144th St. Street ☐ Riverdale, Illinois ☐ 60827

Village Hall: (708) 841-2200

Fax: (708) 841-7587

www.villageofriverdale.net

ANNUAL RENTAL LICENSE APPLICATION FOR RENTAL PROPERTIES

BUILDING ADDRESS _____ PIN/TAX ID # _____

☐ 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/IBT#/DL# _____

MANAGEMENT INFORMATION

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) 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 1st will result in fees doubling and a Municipal Ordinance ticket being written with minimum \$300.00 fine. Fines can be issued each day if you are not in compliance. You must apply separately for an Occupancy Permit before renting to a new tenant. All license fees will double as of November 1st.

All information listed above will be checked via the Cook County Assessor's Office (www.cookcountyassessor.com) for accuracy.

Please use the back page to list all tenants and occupants living on 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: | FEES: \$55 1-2 Unit Buildings \$25/unit 3+ Unit Buildings NOVEMBER 1 – ALL FEES DOUBLE |
| INSPECTION DATE: | NUMBER OF UNITS: | |
| CRIME FREE COURSE DATE: | TYPE OF PAYMENT: CASH, CREDIT | |
| LICENSE ISSUED DATE: | DEBIT, CHECK #: | |

PLEASE LIST THE OCCUPANCY OF EVERY UNIT IN THE BUILDING. LIST THE INFORMATION EVEN IF YOU (THE LANDLORD OR MANAGER) ARE THE OCCUPANT. IF A UNIT IS VACANT, PLEASE WRITE "VACANT" IN THE TENANT NAME SECTION. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION BEING COMPLETED. APPLICATIONS ARE SUBJECT TO RANDOM AUDITING TO ENSURE ACCURACY. USE ADDITIONAL SHEETS IF NECESSARY.

[illegible]



Village of Riverdale

157 West 144th Street □ Riverdale, Illinois □ 60827
Village Hall (708) 841-2200
Fax: (708) 841-7587
www.villageofriverdale.net

Inspection Date: ____ / ____ / ____
Fee Paid: ____ / ____ / ____
Amount Paid: \$ ____
Initials: ____

OCCUPANCY PERMIT APPLICATION

APPLICATION FEE: \$60

BUILDING ADDRESS _____ **APT #** _____ **FLOOR** _____

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

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 _____

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 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 for and pay for a new Occupancy Permit.

Occupancy Permits must be applied for for 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: _____



Mark Kozuleh
Chief of Police

Riverdale Police Department

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



Cassandra Riley-Pickney
Acting 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 for all Rental Property Owners. Please call the Inspectional Services Department at 708/849-1798 to schedule your attendance at the Crime Free Housing Program Seminar.

Sincerely,

Village of Riverdale



CRIME FREE LEASE ADDENDUM

APT. # OR UNIT #: _____

PROPERTY ADDRESS

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 on this day between Owner and Resident.

Resident Signature Date: _____

Resident Signature Date: _____

Resident Signature Date: _____

Owner/Property Manager's Signature Date: _____

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.
- 4-inch 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.

MULTI-FAMILY DWELLINGS

- 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 along with garages.
- Plumbing and electrical systems must be in good working order.
- Furnace must be in good working order. Village ordinance requires heat supply during the period of October 1st to May 1st to maintain a minimum temperature of 68 degrees in all habitable rooms.
- 3-inch 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 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 of every room in your home or apartment. Practice your residential fire escape plan.