

Village of Hanover Park

Municipal Building
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Hanover Park, Illinois
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Village President

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Marc G. Hummel
Village Manager

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Dear Rental Unit Owner:

To help keep rental residential property maintained and enhance property values, the Village licenses all rental dwelling units in the Village. Attached is a brochure that provides a detailed description of the Village's rental inspection program including how to apply for your license, the inspection process, and fees.

The Village has adopted its Property Maintenance Code to protect the health and safety of tenants that is also more fully described in the attached brochure. On the reverse side of the brochure is a list of important property maintenance regulations that will be a part of the inspection of your rental unit.

To begin the license process, you must complete the attached *Rental Residential Application and Emergency Contact Form* and submit it with your \$100 license fee within **30 days** of the date of this letter to the Village as follows:

1. If in person, the completed form and fee will be accepted at the Finance Department counter at the Municipal Building.
2. If by mail, the completed form and check for the fee should be mailed to the Finance Department at the Municipal Building address.

The Code Enforcement Unit of the Police Department would like to thank you in advance for your cooperation in maintaining your unit in compliance with the Village's Property Maintenance Code.

If you have additional questions after review of the attached brochure, please contact Code Enforcement Officer Carrillo at 630-372-4481.

Sincerely,

Patrick Hamill
Code Enforcement Unit Supervisor

THE VILLAGE OF HANOVER PARK

Rental Residential Inspection Program for Single-Family Dwellings

The Village requires the inspection and licensing of all single-family dwellings including detached homes, duplexes, town homes, condominiums, and two-flats. The Code Enforcement Unit of the Police Department is responsible for this program.

The licensing process begins with each owner completing the *Rental Residential Application and Emergency Contact Form* which with the license fee is filed in person or mailed to the Village. The application form is available at the Village's website at www.hpil.org.

You will be contacted to set an inspection date. If you do not wish to be at the inspection, the Code Enforcement Officer will inspect the dwelling with the permission of your tenant.

The inspection enforces the Village's *Property Maintenance Code* and other Village ordinances. This includes but is not limited to the list of priority regulations that are listed on the reverse side of this form. The Village's *Rental Residential Housing Code* may be reviewed by visiting the Village's website at www.hpil.org and selecting Chapter 82 of the Municipal Code. A copy of the Village's *Property Maintenance Code* can be viewed at the office of the Village Clerk.

If the inspection reveals that code violations exist at your rental property, you will be granted a reasonable amount of time to correct these violations. Serious life-safety violations, such as inoperable smoke and carbon monoxide detectors, will require immediate correction.

Renting or occupying a dwelling without a license is prohibited. The fees for licensing and inspections are as follows:

1. \$100 for a two-year license. This includes the first inspection and the second inspection if that dwelling passes on the second inspection.
2. \$75 for a failed second inspection.
3. \$75 for a third or subsequent inspection.
4. \$25 will be charged with interest at 6% for failing to pay any inspection fee within 30 days of that inspection.
5. \$50 will be charged for failure to attend an inspection or for canceling a scheduled inspection with less than 24 hours notice. One rescheduling is allowed each license year if 24 hours notice is given.

If you as owner are not a resident, you must name a person as your managing agent or you must agree that service of notices to you can be by regular mail.

Violations of the *Rental Residential Housing Code* can result in tickets or a summons to appear in Housing Court. Fines can be up to \$750 per day and include the suspension or revocation of your license.

If you have any questions, you may contact the Code Enforcement Unit at 630-372-4480.

THE VILLAGE OF HANOVER PARK

Rental Residential Single-Family Regulations

The following is a list of regulations that is checked on single-family rental residences. This is not a comprehensive list of every regulation in the Village's Property Maintenance Code. It is included to provide you with some of the code violations more commonly observed by Code Enforcement Officers during their inspections.

1. Operational smoke and carbon monoxide detector alarms required per code:
 - A. A smoke detector must be on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of the bedrooms.
 - B. A smoke detector must also be in each room used for sleeping purposes.
 - C. A smoke detector is required in each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
 - D. Every dwelling unit must have at least one operable carbon monoxide detector alarm within 15 feet of every room used for sleeping purposes.
2. House numbers (address) not less than four inches high and plainly visible from street.
3. No rodent and/or insect infestation.
4. Floors and walls must be clean and sanitary with no peeling paint, cracks, or decayed wood. Interior carpeting must be in good repair and in clean condition.
5. Windows must have no cracked glass, be easily operable, and be held open with window hardware.
6. Screens are required at all times for windows that can be used for ventilation.
7. Door hinges, handles, and locks must work properly and be secure. All doors must be in sound condition, good repair, and weather tight.
8. Plumbing fixtures should have no obstructions, leaks, or defects and be securely fastened and properly caulked. Toilet seats are required and must be in good repair.
9. Fuse boxes/breaker panels are not to have open slots and must be properly labeled.
10. Electrical outlets and switches must be properly grounded, not loose, and with cover plates.
11. Gas stoves and ovens must have knobs in place, burners working properly, and light without matches. Refrigerators must be in operable condition.
12. All garbage and refuse must be inside an approved container and no debris on the ground. Containers must not be stored in front yards. If stored in a side or corner side yard, they must be screened from view.
13. All dwellings must have garbage service with a scavenger licensed in Hanover Park.
14. No inoperable vehicles can be parked on a driveway. No more than one RV can be parked outside per residential lot. There is no parking on an unpaved surface.
15. Grass must be kept mowed to less than eight inches. There cannot be tire ruts alongside driveways or bare areas in the lawn.
16. Exterior wood and metal surfaces are to be maintained and weatherproofed in good condition without peeling, flaking, and chipped paint, and maintained without holes or loose or rotting materials. There should not be any missing bricks or mortar. Roof, flashing, gutters, and downspouts must be in good repair. Driveways must be in good repair.
17. Holiday lights must be removed within 90 days of the holiday.
18. Overcrowding. In general, only one resident is allowed per 50 square feet of habitable bedroom space.

Questions regarding Property Maintenance Code issues may be directed to any Code Enforcement Officer by contacting the Hanover Park Police Department Code Enforcement Unit at (630) 372-4479 or the Code Enforcement Unit Supervisor at (630) 372-4484.

THE VILLAGE OF HANOVER PARK

Rental Residential Application and Emergency Contact Form

License Fee: \$100.00

*Address of Building: _____

*Number of Bedrooms: _____ Number of Occupants/Tenants: _____

Owner Information:

*Name: _____

Address: (No P.O. Box Numbers) _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Driver's License No.: _____

Home Phone Number: _____

Cell Phone Number: _____

NOTE: *If in land trust, list name and address of each beneficiary on reverse side of this form.*

Emergency Contact / Managing Agent:

Name: _____

Address: (No P.O. Box Numbers) _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Driver's License No.: _____

Day Phone Number: _____

Evening Phone Number: _____

Cell Phone Number: _____

NOTE: *If the Owner is not a Hanover Park resident, a Managing Agent is required to accept service for all purposes and authority over the property, including its maintenance.*

Tenant Information:

Name: _____

Home Phone Number: _____

Cell Phone Number: _____

Please complete and sign reverse side of this form.

1. Name, address, and telephone number of any alarm system company servicing this property:

2. Except where indicated by (*), information on this form is not subject to public release pursuant to the Freedom of Information Act.

3. Rental Residential Inspection Fees. Your license is not valid until all fees are paid.

A. \$100 for a two-year license. This includes the first inspection and the second inspection if that dwelling passes on the second inspection.

B. \$75 for a failed second inspection.

C. \$75 for a third or subsequent inspection.

D. \$25 will be charged with interest at 6% for failing to pay any inspection fee within 30 days of that inspection.

E. \$50 will be charged for failure to attend an inspection or for canceling a scheduled inspection with less than 24 hours notice. One rescheduling is allowed each license year if 24 hours notice is given.

4. If there is no managing agent, service by regular mail upon the Owner at the address stated in this Application will be sufficient service for all purposes.

The information in this Application is true and correct.

Date

Owner Signature

Print Name

Date

Owner Signature

Print Name