



Village of Hanover Park
Police Department

Police Administration
2011 West Lake Street, Hanover Park, IL 60133
630-823-5500 tel 630-823-5499 fax

hpil.org

Village President
Rodney S. Craig
Village Clerk
Eira L. Corral Sepúlveda
Trustees
James Kemper
Fanny Y. López Benitez
Herb Porter
Bob Prigge
Rick Roberts
Sharmin Shahjahan
Village Manager
Jutiana A. Maller

Dear Apartment Building Owner:

The Village of Hanover Park licenses all rental dwelling units to address health and safety issues and to enhance property values. The Village has adopted the 2018 International Property Maintenance Code to accomplish these goals.

There are two required components to the licensing of rental properties: passing an inspection of the property and attending a landlord training seminar. The following information is enclosed in this packet (if applicable):

- Multi-Unit Rental Residential Application and Emergency Contact Form - complete both sides
- Request for Graffiti Removal and Waiver, which is a free service upon completion of the form
- Itemized List of Code Regulations that will be inspected to determine compliance
- Trespass Enforcement Agreement, which is also a free service upon contacting the appropriate department
- Notice to Landlords - which contains ordinance information on the Crime Free Multi-Housing Training Program
- FAQ sheet about the Hanover Park Crime Free Multi-Housing Training Program

The one-year license fee is \$75.00 per unit which includes the initial and first reinspection unless the first reinspection is failed. A failed first reinspection carries a \$75.00 charge as does any subsequent re-inspections. All fees must be paid before a license will be issued.

The first step in obtaining a license is to complete the attached *Multi-Unit Rental Residential Application and Emergency Contact Form* and submit it with the appropriate fee to the Village as follows:

1. The completed form and fee will be accepted at the **Code Enforcement Unit** counter at the Police Headquarters if a receipt is not required.
2. If by mail or if a receipt is required, the completed form and check for the fee should be submitted to:

Village of Hanover Park
Finance Department
2121 Lake Street
Hanover Par IL 60133

I would like to thank you in advance for your cooperation in maintaining your building in compliance with the Village's Rental Residential Housing Code, Contact Code Enforcement at (630) 823-5570 with any questions.

Sincerely,

Dan Hoffman, Code Enforcement Unit Supervisor



Multi-unit Rental Residential Application and Emergency Contact Form

Hanover Park ^{USA}

**Address of Building: _____

**Number of Apartments in each building: _____

Legal Owners Information
*Name:
*Address: (NO P.O. Box #'s)
City, State, Zip Code:
Cell Phone Number:
Work Phone Number:
Home Phone Number:
Email Address:
Note: If in land trust, list name and address of each beneficiary on a separate piece of paper.

Manager's Information
Name:
Address: (No P.O. Box #'s)
City, State, Zip Code:
Cell Phone Number:
Work Phone Number:
Home Phone Number:
Email Address:

- If the Owner is not a Hanover Park resident, the Manager is also authorized to accept service for all purposes.
- In case of emergency, indicate order to be contacted (1st, 2nd, 3rd, 4th)

_____ Owner _____ Manager _____ Emergency Contact A _____ Emergency Contact B

Emergency Contact A: Name:
Address:
City, State, Zip Code:
Cell Phone Number:
Home Phone Number:

Emergency Contact B: Name:
Address:
City, State, Zip Code:
Cell Phone Number:
Home Phone Number:

*****Return the completed form with payment prior to the first inspection to the Village of Hanover Park Finance Dept., 2121 Lake St. Hanover Park, IL 60133.**

Complete and sign the reverse side of this form

OWNER ATTESTATION

I, the undersigned, do hereby certify under penalty of perjury that:

1. I have read and understand Chapter 82 Rental Residential Housing Codes of the Hanover Park Municipal Code. (Available at hpil.org or at the Hanover Park Village Hall.)
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. \$75 per unit for a one-year license. This includes the first inspection and the second inspection as long as that dwelling passes on the second inspection.
 - B. \$75 for a failed second inspection, payable within 30 days.
 - C. \$75 for a third or subsequent inspection, payable prior to the 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, payable prior to the issuance of the license. One rescheduling is allowed each license year if 24 hours-notice is given.
4. Name, address and telephone number of any alarm system company servicing this property:

5. As provided by Village Ordinance, service by regular mail upon the Owner at the address stated in this Application will be sufficient service for all purposes.
6. The information in this Application is true and correct.

Owner Signature

Date

Print Name

Village of Hanover Park Graffiti Removal Program
Request for Graffiti Removal and
Waiver, Release and Indemnification of All Claims

PLEASE READ THIS FORM CAREFULLY AND BE AWARE THAT IN REQUESTING THAT THE VILLAGE OF HANOVER PARK REMOVE OR CONCEAL GRAFFITI FROM THE EXTERIOR OF YOUR PROPERTY YOU WILL BE WAIVING, RELEASING AND INDEMNIFYING ALL CLAIMS AGAINST THE VILLAGE FOR ANY DAMAGE AND/OR INJURIES.

I, the undersigned, as owner or authorized agent of the owner, hereby request and authorize the Village of Hanover Park to enter upon my property described below for the purpose of attempting to remove or conceal graffiti from the exterior of the property, in conformance with the Village's Graffiti Removal Program.

I recognize and acknowledge that there are certain risks in the removal or concealment of graffiti from my property and I agree to assume the full risk of any injuries or loss I may sustain as a result and thereby waive and relinquish all claims I may have against the Village of Hanover Park, its officers, agents and employees related to the removal or concealment of graffiti.

I further understand that: (1) the removal will be performed as determined by the Village and may be in blocks, patches and strips and that the removal area may not match precisely the color on the remainder of the property; (2) some residue of the existing graffiti may remain or the removal process may require additional action by the undersigned to come into compliance with Village ordinances.

I further agree to save, indemnify and hold harmless and defend the Village of Hanover Park, its officers, agents and employees from any and all claims and liability for all injuries including death, damages and losses caused by or arising out of, connected with, or in any way associated with the removal or concealment of graffiti from the property by the Village of Hanover Park, its officers, agents or employees whether or not said loss, damage, injury or death is caused by or arises out of the negligence in whole or part of the Village, its officers, agents or employees.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE WAIVER,
RELEASE AND INDEMNIFICATION OF ALL CLAIMS

Signature: _____
(Authorized Agent or Owner)

Name: _____

Address: _____

Telephone No. _____

Date: _____

This authorization shall be active for period of one year from the date of signature, however, the authorized agent or owner must contact the Village (phone # 630-823-5700) and report each occurrence.

FOR SERVICE AT:

The following is a list of code violations frequently cited last year. This list is not a comprehensive list of every code regulation in the Village's Property Maintenance Code, but is included to provide you with some of the specific code regulations that Code Enforcement Officers will be inspecting to determine compliance.

Questions on any specific code issue should be directed to your Code Enforcement Officer

Inspections will include but are not limited to:

- Operational smoke and carbon monoxide detectors required per code.
- Apartment number near or on apartment door.
- Rodent and insect infestation.
- Floors and walls must be clean, sanitary with no peeling paint, cracks or decayed wood.
- Windows with no cracked glass, easily operable and held open with window hardware.
- Screens required at all times for windows that can be used for ventilation.
- Door hinges, handles and locks must properly work and be secure. All doors must be in sound condition, good repair, and weather tight. Also, all apartment entrance and exit doors are required to have a dead bolt.
- Plumbing fixtures should have no obstructions, leaks or defects and be securely fastened and properly caulked. Toilet seats required and must be in good repair.
- Emergency lights in operable condition.
- Exit signs where required are the proper size, color and illuminated at all times. 11.
 - Fuse boxes - breaker panels are not to have open slots and properly labeled.
- Electrical outlets and switches properly grounded, not loose and with cover plates. GFCI outlets are required above the kitchen countertops and in all bathrooms.
- Gas stoves and ovens must have knobs in place, burners working properly and light without matches.
- Refrigerators must be in operable condition.
- 24 hour lighting in all common area hallways and stairwells.
- Decks and balconies without rotted wood and securely fastened, including railings. 17.
 - Handrails with all fasteners in place and tightly secured.
- All garbage and refuse inside an approved container and no debris on the ground.
 - Screening for garbage containers with no broken panels or posts and properly secured.
- Common area walls must be clean and properly painted.
- Common area floors must be clean with rugs shampooed, if necessary.
- Exterior wood and metal surfaces are to be maintained in good condition without peeling, flaking and chipped paint, holes, loose or rotting materials and maintained weatherproof.
- Interior carpeting must be in good repair and maintained in a clean and sanitary condition.
- Furnaces need to be cleaned and inspected by a licensed professional within the last twelve months.

TRESPASS ENFORCEMENT AGREEMENT HANOVER PARK POLICE DEPARTMENT

**Michael Menough
Chief of Police**

The *Trespass Enforcement Agreement* details a program that is administered by the Hanover Park Police Department, as part of its Community Policing Program. This Trespass Program has been proven to be extremely successful in banning problematic visitors and guests from participating properties. Trespass Enforcement Agreements are viewed as an additional option to create effective and positive changes on these properties, by having the Police Department maintain a list of persons banned from them by the landlord and then enforcing the Trespass statute when these people enter upon the property.

Trespass Enforcement Agreements are contracts between owners, property managers and the Police Department, that allow Officers to act as agents on their behalf in signing criminal complaints against people who trespass on their' coveted properties. Once the agreements are signed, they can be enforced when certain required standards are met. These standards include the posting of *No Trespassing Signs* upon the property, warning persons to stay off the property before they enter.

A *Criteria for Exclusion Notice* must also be posted conspicuously, advising people of what particular behavior can get them banned from the property. The Criteria for Exclusion must be included as part of the lease or as an addendum to it. This advises tenants what behavior will be prohibited on the part of their guests, and why people can be banned from the property.

These standards must be met before the contracts can be enforced and verification of compliance must be made by the Police Department before enforcement action can be made. A Trespass Agreement Program packet is available upon request, and includes examples of all necessary documents. The *Apartment Incident Report* will be sent to the landlord of the victim property, advising them of the location, address, the incident time and date, Police report (if generated), personal information of the individuals involved, a brief description of the incident, and a court date if applicable. Officers can sign complaints on behalf of the landlord; however the owner or property manager will have to appear in court upon notification.

A *Sample Letter of Trespass Notice Form* must be served either in person or mailed via certified mail to the banned individual by the landlord. The landlord then must advise the Police Department of banning the person by sending the *Trespass Notification Form* to the Police Department informing us who has been banned, how and why they were served the notice, and what specific property the people were banned from.

The *Trespass Enforcement Agreements* are valid for two years and must be renewed at that end of that period. This program has proved to be an effective tool in the Hanover Park Police Department's fight against crime. If you are interested in participating in the program, or have questions about it, please contact the Strategic Enforcement and Prevention Unit at 630-823-5481.

Michael Menough, Chief of Police

NOTICE TO LANDLORDS

On April 18th, 2013 the Village Board of Hanover Park approved the Crime Free Multi-Housing Program as part of recommended updates to the existing "Rental Residential Housing Code" ordinance (Village Ordinance #0-13-12). **Prior to obtaining or renewing a rental license, owners of rental property (or a designated property manager) must now attend a *mandatory eight (8) hour educational training seminar* and use a Crime Free Lease Addendum.**

The benefits of the Crime Free Multi-housing program include:

- A stable, more satisfied tenant base. Increased demand for rental units with a reputation for active management
- Lower maintenance and repair costs. Increased property values
- Improved personal safety for tenants, landlords, and managers

The free seminars will be conducted at the Hanover Park Police Headquarters and will provide landlords with information pertaining to applicant screening, eviction procedures, crime prevention, property management, and the Crime Free Multi-Housing program including the use of the Crime Free Lease Addendum. Dates and times of the seminars, as well as the ability to sign up, can be located on the Village of Hanover Park Police website (<http://www.hpil.org/Services/Police.aspx>) under Crime Free Multi-Housing Program.

Landlords or rental property owners will be subject to fines and penalties if found not compliant with the new requirements.

If you have any questions, please contact Gary Fuchs, the Crime Free Multi-Housing Coordinator at 630-823-5568 or by e-mail at gfuchs@hpil.org.



Hanover Park Crime Free Multi-Housing Program Frequently Asked Questions



Q: I only have one unit, do I have to attend the training? A: **Yes.**

Q: Why is the seminar 8-hours and what will I learn? A: An explanation of the Village of Hanover Park residential rental ordinance and Crime Free Lease Addendum. Crime Free Addendum samples will be available at the seminar. The Seminar addresses these topics: Background checks, Understanding Crime Prevention, C.P.T.E.D. Concepts, The Application Process, Community Rules/Leases, Active Property Management, Combating Crime Problems and dealing with Non-Compliance.

Q: It is difficult for me to attend one whole session for 8-hours. A: Some seminars will be split and offered over two (2) evenings.

Q: I live out of state. Do I have to attend? A: You will need an agent, manager or designee to attend the training; however, the owner is ultimately responsible and liable.

Q: I own more than one unit how many seminars do I need to attend? A: You, your agent or designee need to attend one seminar.

Q: If I have attended a seminar in another town, will I be required to attend Hanover Park's training as well? A: If you have attended a seminar in another town within the last year, you *may* be exempt from attending Hanover Park's seminar pending approval. You still must provide a copy of the lease addendum you will be using in Hanover Park and provide the Crime Free Coordinator with a signed letter or certificate from the police department in the town which you attended the seminar.

Q: What is a Crime Free Lease Addendum and how do I get one? A: A Crime Free Lease Addendum is a form that you are required by ordinance to add to your existing lease (similar to a lease rider) that prohibit residents and their guests from engaging in criminal activity. This form must be signed by your resident when they renew their lease. A copy of the lease addendum you use needs to be provided to the Crime Free Coordinator at the training seminar you will be attending or you can e-mail your addendum to gfuchs@hpil.org **Note:** You are required to use the crime free addendum with all your future leases.

Q: Does the ordinance require a criminal background check for rental applicants? A: **No.** Thorough applicant screening is recommended and discussed in the seminar, however, the ordinance does not require criminal background checks.

Q: Does the ordinance require me to evict a tenant for one criminal incident?

A: **No.** The ordinance does require the use of a Crime Free Lease Addendum or similar wording in the body of the lease that makes criminal activity a cause for eviction.

Q: Doesn't the ordinance promote discrimination or profiling? A: **No.** The Federal Fair Housing Act, which is discussed during the seminar, has seven protected classes relating to a person's race, color, national origin, religion, sex, familial status or handicap (disability). A person's behavior is not a protected class.

Q: How can I be held responsible for the actions of my tenant? A: A rental property, regardless of size, is in fact a business operation. While the Village has the power to declare certain businesses a nuisance, it has the right and responsibility to do the same for troublesome rental properties.

Q: Will my rental license be suspended or revoked any time a crime happens?

A: **No.** Rental property that becomes excessive in nature by virtue of the type of criminal activity or amount of nuisance activity (as noted in the ordinance) that impacts the quality of life of a neighborhood will be notified. The owners who actively work with the police department in an attempt to resolve the problem should have no concern. The Village will not automatically suspend or revoke a rental license for a property that has residents or guests, who engage in criminal activity, or that meets the nuisance standard.

Q: What happens if I do not comply with the Crime Free Ordinance? A: By not complying with the ordinance you may subject yourself to being cited by the Village. If a citation is issued you will be required to appear in court and could be subject to fines. A rental license will not be issued until you become compliant with the ordinance.

Q: I rent to a family member and don't really have a lease. Do I still need to be compliant with the ordinance? A: **Yes.** You are still required to be compliant because you have a rental license. Although you are not required to have a lease for your property, you will be required to have a lease addendum.

Q: Am I able to bring my child to the seminar with me? A: **No,** children are not permitted at this seminar. Some of the material presented at the seminar is not appropriate for children under the age of eighteen (18) who could create a distraction in class.

CFMH Coordinator Gary Fuchs gfuchs@hpil.org or 630-823-5568

Sign up for Crime Free Seminar on our website:

<https://www.hpil.org/210/Crime-Free-Multi-Housing-Program>