



Village of Arlington Heights
Housing Commission
Virtual Meeting
Arlington Heights, IL 60005
November 17, 2020
7:00 PM

I. CALL TO ORDER

- A. **In response to the COVID-19 pandemic, this Village Board meeting is closed to in-person, public attendance. The meeting is being held virtually, which permits the public to fully participate via their computers or using their phones.**

To participate in the virtual meetings, please follow these instructions: <https://bit.ly/3kgE2J>

Individuals who wish to comment or ask a question on an item on the Agenda may either participate virtually or send an email to the Village atnboyer@vah.com. Please limit emails to 200 words or less. To be shared at the meeting, the email must be received by 3 p.m. on November 16, 2020.

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 10-7-20

IV. REPORTS

V. OLD BUSINESS

- A. Single Family Rehab Program
- B. Affordable Housing Trust Fund Discussion
- C. Rental Registration Program

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an

American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Housing Commission
11/17/2020

Item: Minutes 10-7-20

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS OCTOBER 7, 2020

IN ATTENDANCE:

Commissioners

Present: Andrew Tripp Ken Kiefer John Eggum William Delea
David Miller Alex Hageli Jennifer Sweis

Commissioners

Absent: None

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. The Pledge of Allegiance was recited.

II. Roll Call

The following Commissioners responded to roll: Tripp, Hageli, Kiefer, Eggum, Miller, Delea & Sweis.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Hageli, seconded by Commissioner Miller to approve the minutes of the February 4, 2020 meeting.

The motion was approved

Ayes: Tripp, Kiefer, Eggum, Delea, Miller, Sweis & Hageli

Nays: 0.

IV. REPORTS

None

V. OLD BUSINESS

A. Single Family Rehab Program

Ms. Boyer generally summarized the status on the active, pending cases.

19-02 LE: An air conditioning unit has been approved for this homeowner, but he is reluctant to have work done at the home during the Covid 19 pandemic. The cost of the work will be \$3,500.

20-05 GA: Applicant is eligible for the program. A scope of work is being developed.

VI. NEW BUSINESS

A. Inclusionary Zoning Ordinance Guidelines

The Inclusionary Zoning Ordinance was approved on August 3, 2020. Guidelines for implementing the Ordinance were distributed with the meeting materials.

The Housing Commissioners reviewed the Guidelines and made the following suggestions:

- Section 1, Item 8. This section should be clarified to state that the exterior and interior appearances, materials, and finishes of the affordable units should be documented in the plan “if the affordable units are designated units” since appearances and finishes will not be different if the affordable units are undesignated and change in the development.
- Section II Annually adjusted linkage fee and fee in lieu amounts: This section was found to be confusing since it does not include the affordable unit requirements. This table standing alone makes it appear that the requirements of the table are the entirety of the affordable housing requirements since the affordable unit requirements of the ordinance do not appear.
- Section V Calculations. It was suggested that this provision be moved up to follow Section II.
- Section VI Income Determination. There was a discussion of the use of tax returns as documentation of income since the information can be dated. However, requiring copies of tax returns may be useful in getting a more complete picture of household income. There was also a discussion concerning action to be taken if documentation of income was determined to be fraudulent. Both the owner/developer/management company and tenant might misrepresent income. The owner is likely to prefer tenants with higher income for more assurance of rent payment, and tenants may represent their incomes as lower than it actually is in order to qualify for the housing. It was suggested that the provision be expanded to detail what would happen if the tenant were found to have misrepresented their income. The current provision says that this will be grounds for “program ineligibility.” The Commissioner suggested that the provision be continued to state that misrepresentation of income could result in the tenant being charged market rate rent for the unit (but the tenant would not be forced to move) and for the unit to be non-compliant with the affordable housing program (in which case the owner would need to make up the affordable unit with another unit/tenant that qualifies). A fine for misrepresentation by the owner could also be considered but would possibly have to be added to the Ordinance.
- Section VII Preferences in Rental Housing. It was suggested that the preference categories be preceded by bullet point rather than numbers since there is no order of preference among the categories.
- Section VIII Income re-certification. It was suggested that the provision at (b)(3) be clarified to state that after a household’s income exceeds 80% of area median income and the tenant has remained in the unit for the 12 month grace period at an affordable rent that if the tenant’s lease is renewed again (at market rate) the unit no longer qualifies as meeting the affordable unit requirement and that the owner will need to provide another affordable unit for an eligible tenant.
- At the end of the Guidelines, it was suggested that language be added stating that if there is a conflict between the Ordinance and the Guidelines that the Ordinance is controlling.

The revised Guidelines will be brought back to the Housing Commission. .

B. Affordable Housing Trust Fund

Ms. Boyer stated that now that the Inclusionary Zoning Ordinance has been approved that the Village Board is looking to the Housing Commission to provide recommendations on how the money collected in the Affordable Housing Trust Fund should be used. The Ordinance creating the Trust Funds contains general language but more details are needed. Ms. Boyer reported that in the past, the Housing Commission has postponed this discussion stating that it wanted to wait until sufficient funds built up to do something meaningful with the funds. The amount \$500,000 was mentioned during that discussion. Ms. Boyer said that the balance in the Trust Fund is currently approximately \$314,500. Funds are collected at the time building permits are issued. Ms. Boyer said that she will present a laundry list of options derived from how other communities have used their Trust Funds. She was asked to also look into the impacts of those options. It was mentioned that Ms. Boyer provided information on Trust Funds previously, and she said that she will provide information to bring new Housing Commissioners to fill them in.

Caller Keith Moens asked if affordable housing fees have been collected for two home teardown cases recently approved by the Design Commission. Ms. Boyer said that the fee will be charged but not until permits are issued. Mr. Moens also asked about affordable housing requirements on senior housing. It was pointed out that the Village Board had deleted the proposed provisions of the Ordinance for senior communities that provide multiple levels of housing and services (ex. independent living, assisted living, memory care, and skilled nursing). It was stated that it would be difficult to apply affordability requirements to these types of communities. The senior housing proposed off of Golf Road and Arlington Heights Road were brought up. Ms. Boyer said that she will provide information to the Housing Commission on these proposals, but only project to which the affordable housing requirements apply would be brought to the Housing Commission for review and a recommendation.

C. Village Owned Property

A map showing approximately 2 acres of Village owned property off of Rand Road was provided in the meeting packet. This property was previously discussed by the Housing Commission. Ms. Boyer mentioned that there are two other lots in a single-family neighborhood where they are zoned for single family homes. The Village also owns some property in the International Plaza TIF area that is being incorporated into the thinking on that area. It was suggested by the Housing Commissioners that a Request for Proposals could be issued for affordable housing on the land off of Rand Road and that the Trust Fund could be used to support a project there.

D. Affordable Housing Rental Assessment

Commissioner Eggum commented that it would be beneficial to have better data on the affordability of rental housing in the Village. He suggested that the Housing Commission look into options and strategies for compiling better data. He suggested investigating a Village rental registration program through which information on rental housing, including rent rates, could be gathered. A rental inspection program could be made part of this program but that aspect would have greater cost and personnel implications for the Village. Commissioner Eggum said that he would provide information on rental registration that can be attached to the minutes. Ms. Boyer said that the Village currently has a multi-family licensure requirement but it is not comprehensive since it does not include single family homes. It only applies when someone owns more than two units in a multi-family building.

Information on other sources for better data on rental housing should also be investigated.

A motion was made by Commissioner Hageli, seconded by Commissioner Eggum to request the same budget for the Housing Commission for 2021 that was approved for 2020.

The motion was approved.

Ayes: Tripp, Kiefer, Eggum, Delea, Miller, Sweis. & Hageli.

Nays: 0.

VII. OTHER BUSINESS

Ms. Boyer state that she submitted a draft of the Housing Commissions' budget for 2021 making no changes from the 2020 budget. She said that a motion from the Housing Commission concerning its budget is needed.

A motion was made by Commission Hageli, seconded by Commissioner Eggum to make the same budget request for the Housing Commission for 2021 that was approved by 2020. The motion was approved.

VIII. ADJOURNMENT

A motion was made by Commissioner Hageli, seconded by Commissioner Keifer, to adjourn the meeting. The motion was approved.

NEXT MEETING: Tuesday, November 17, 2020 7:00 pm via Zoom Call



Housing Commission
11/17/2020

Item: Single Family Rehab Program

Department: Planning & Community Development

ATTACHMENTS:

Description

Single Family Rehab Report

Type

Report

11/10/20

SINGLE-FAMILY REHABILITATION LOAN PROGRAM - 2020-2021 Report

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESTIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
19-02 LE3300	9/16/2019		Air conditioning	\$3,500					Postponed to spring 2020
19-05 MA 830	12/9/2019		Initially requested garage and driveway. Revised request; central air conditioning, general carpentry, bathroom vanity, kitchen remodel						Application not yet complete. Lacking income verification. Requested in March 2020 and again 7/16/2020. To be sent a letter stating that he will need to reapply if he wishes to participate in the program.
20-01 UL1415 (condo)	6/10/20		Requesting plumbing, furnace, electrical and 2 patio doors						Income-eligible for program. Ordered appraisal in order to determine maximum loan amount. Homeowner put application on-hold 9/2020.
20-05 GA938	8/3/2020		Basement waterproofing, repair of water damage, a/c replacement, possibly replace 2 windows.						Determined eligible. Collecting bids.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2020/2021 CDBG ALLOCATION:	\$	39,310.00
19-02		3,500.00 (reserved)
20-01 Estimate		20,000.00 (estimate reduced from \$20,000 to \$10,000)
20-05 Estimate		10,000.00
TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS:	-	0.00
LESS PROGRAM INCOME NOT YET RECEIVED:	-	0.00
Total:	\$	33,500.00

Loans Repaid CDBG Fiscal Year To Date: 10/1/19 – 9/30/20

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)
14-05	October 1, 2020	6 years	\$14,114	Moved to be closer to their adult children and grandchildren



Housing Commission
11/17/2020

Item: Affordable Housing Trust Fund Discussion

Department: Planning & Community Development

ATTACHMENTS:

Description

Affordable Housing Trust Fund

Type

Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

RE: Affordable Housing Trust Fund Information

Prepared: November 9, 2020

Meeting Date: November 17, 2020

Affordable Housing Trust Fund Ordinance

In July 2013, the Village Board approved the Arlington Heights Affordable Housing Trust Fund Ordinance. The Trust Fund Ordinance generally states the purpose, procedures, sources of funds, and eligibility requirement for use of funds.

Sources of funds, as delineated in the ordinance, are to come from:

1. Cash payments in lieu of constructing affordable units.
2. Income from fees collected from the Village's transfer of Industrial Revenue Bond Cap
3. 1% of all gaming revenue received annually by the Village after the first full fiscal year the Village receives any gaming revenue as well 10% of any gaming revenue from slot machines received by the Village in the full first year.

The Trust Fund Ordinance establishes eligibility of requirements and general criteria for allocating funds as follows:

a. The use of Housing Trust Fund resources shall be limited to supporting, in whole or in part, one or more of the following Eligible Activities:

1. Creation and preservation of Attainable Housing including, without limitations, new construction, rehabilitation, and adaptive reuse;
2. Acquisition and disposition, including without limitation, vacant land, single family homes, multi-unit buildings, and other existing structures that may be used in whole or part to provide Attainable Housing;
3. Payments for costs incurred in connection with administering the Housing Trust Fund. No costs shall be reimbursed except pursuant to a written agreement between the Village and any third-party approved by the Village to administer a program or a funded program.

b. All Housing Trust Fund resources shall be applied exclusively to Eligible Activities within the corporate limits of the Village. Criteria shall be developed by the Village, in consultation with the Housing Commission, for the award of grants and loans prior to accepting any applications.

Housing Commission Input on Uses of Trust Fund and Process

On several occasions since the creation of the Trust Fund, the topic of developing criteria and a detailed process for awarding funds from the Trust Fund has been raised with the Housing Commission. Until recently, the Housing Commission suggested postponing this discussion until there were sufficient funds in the Trust Fund for a meaningful project that would generate affordable housing units. It was suggested that this discussion should take place when the Trust Fund balance approached \$500,000.

The current balance in the Housing Trust Fund is \$436,178 and will have a fund balance of approximately \$946,000 if/when all of the projects for which fees in lieu of affordable units proceed to permit issuance. Therefore, the Housing Commission has been asked to develop recommendations for the uses of Trust Fund monies and the process for selecting projects. The Housing Commission is asked to provide these recommendations to the Village Board by **late summer of 2021**.

Recourse Materials

As a jumping off point for this discussion, Staff is providing references to materials on the websites of two organizations: 1) Local Housing Solutions; and 2) Community Change.

1. Local Housing Solutions

This organization provides information about affordable housing trust funds including the list of possible uses of trust fund monies. The Housing Commission may wish to look at and narrow down this list to options in which it has the most interest and would be most suitable for Arlington Heights.

<https://www.local housingsolutions.org/act/housing-policy-library/housing-trust-funds-overview/housing-trust-funds/>

1. [Capital subsidies for affordable housing developments](#)
2. [Below-market financing of affordable housing development](#)
3. [Operating subsidies for affordable housing developments](#)
4. [Acquisition and operation of moderate-cost rental units](#)
5. [Targeted efforts to create and preserve dedicated affordable housing in resource-rich areas](#)
6. [Targeted efforts to expand the supply of rental housing and lower-cost housing types in resource-rich areas](#)
7. [Community land trusts](#)
8. [Deed-restricted homeownership](#)
9. [Limited equity cooperatives](#)
10. [Use of publicly owned land for affordable housing](#)
11. [Land banks](#)
12. [Property acquisition fund](#)

13. [State- or local-funded tenant-based rental assistance](#)
14. [Security deposit and/or first and last month's rent assistance](#)
15. [Downpayment and closing cost assistance](#)
16. [Shared appreciation mortgages](#)
17. [Subsidized mortgages](#)
18. [Energy-efficient retrofits](#)
19. [Foreclosure prevention programs](#)
20. [Assistance for home safety modifications](#)
21. [Homeowner rehabilitation assistance programs](#)
22. [Weatherization assistance](#)

2. Community Change

This organization provides information concerning local and State Trust Funds. They also conducted a national survey (in 2016) of the affordable housing trust funds that may be of interest to the Housing Commission.

<https://housingtrustfundproject.org/our-project/about/>

Opening Doors to Homes for All - 2016 Housing Trust Fund Survey Report

https://housingtrustfundproject.org/wp-content/uploads/2016/10/HTF_Survey-Report-2016-final.pdf



Housing Commission
11/17/2020

Item: Rental Registration Program

Department: Planning & Community Development

ATTACHMENTS:

Description

Rental Registration Program

Type

Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

RE: Rental Registration Program

Prepared: November 9, 2020

Meeting Date: November 17, 2020

At its October 7, 2020, the topic of rental housing registration was raised. This topic is on the agenda for the November 17, 2020 Housing Commission meeting.

For the discussion on November 17, 2020, the following materials are provided:

1. Rental Registration Program information for the City of Highland Park, IL and the City of Evanston, IL that were provided by Commission Eggum after the October Housing Commission meeting; and
2. The current Building Department Multi-Dwelling License Application. The Village currently requires that owners of two or more rental housing units in a building obtain a Multi-Dwelling License.

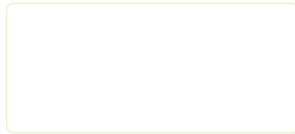
Exhibit A



Home

Rental Registration Program - FAQs

Resident



Home > Government > City Departments >
Community Development > Rental Registration

Highland Park Property Owners:

Chapter 154 of the City Code requires the registration of regulated residential rental units in the City of Highland Park. If you own a residential rental property that meets the following definition then you are required to register each rental dwelling unit that you own on or before April 1st of each calendar year.

1. Located either within a single family residential structure, or within a multiple family residential structure and having a unique method of ingress and egress between the Dwelling Unit and an adjacent right-of-way or parking area; and
2. Leased to, or occupied by, any person other than an Owner thereof.

Business

Development

Forms - Annual Rental Registration Program

The Complete Application Package with Instructions & Forms (PDF) is available [here](#).

Individual Documents for Download (PDF)

- [Instructions](#)
- [Application Form](#)
- [Additional Registered Dwelling Units Form](#)
- [Additional Property Agents Form](#)
- [Additional Property Owners Form](#)

[Frequently Asked Questions](#)

Government



Environment

- Departments
- City Manager's Office

Community Development

Finance

Fire

Police

Public Works
- Frequent Searches

Home

- Employment

Events

Utilities

Refuse & Recycling

City Newsletters

Bid & RFP Opportunities
- Quick Links

Resident

- Meeting Agendas, Minutes and Videos

Property Search

City Code

Interactive Maps

Construction Projects

Policies



Business

1707 St Johns Avenue
Highland Park
Illinois 60035

HOURS

Please note that due to COVID-19 health concerns, City Hall is closed to the public. City services are available online and by phone.

City Manager's Office:
Monday - Friday, 8 AM - 5 PM

Finance Office:
Monday, 7:30 AM - 5 PM
Tuesday - Friday, 8:30 AM - 5 PM

Development

Emails

City Hall: 847.432.0800
Police Non-Emergency: 847.432.7730

Government

Exhibit B

Chapter 154 - REGISTRATION AND SAFETY REQUIREMENTS FOR CERTAIN RESIDENTIAL RENTAL PROPERTY

Footnotes:

--- (10) ---

Editor's note— Chapter 154 adopted Ord. 7-77, J. 13, p. 1768, passed 2/14/77; amended by Ord. 37-77, J. 13, p. 1917, passed 8/22/77, and Ord. 50-78, J. 13, p. 2099, passed 10/9/78; Chapter 154: Storm Water Management deleted by Ord. 60-92, J. 19, p. 402-455, passed 12/14/92.

Sec. 154.001. - Definitions.

For purposes of this Chapter, the following words or phrases have the meanings ascribed to them in this Section 154.001, except when the context otherwise indicates.

Dwelling unit: "Dwelling unit" has the meaning set forth in Section 150.202 of Chapter 150 of this Code.

Family: "Family" has the meaning set forth in Section 150.202 of Chapter 150 of this Code.

Multiple family residential structure: "Multiple family residential structure" has the meaning set forth in Section 150.202 of Chapter 150 of this Code.

Owner: Any person, firm, or corporation in whom is vested all or any part of the legal title to, or a beneficial interest in, real property.

Property agent: A person, firm, or corporation designated by the owner of a regulated rental dwelling to manage the regulated rental dwelling on a day-to-day basis, and that is empowered to perform maintenance and repairs to such dwelling as necessary for compliance with this Code and applicable law. An owner may designate itself as property agent.

Regulated Rental Dwelling: A dwelling unit that is: (1) located either within a single family residential structure, or within a multiple family residential structure and having a unique method of ingress and egress between the dwelling unit and an adjacent right-of-way or parking area; and (2) leased to, or occupied by, any person other than an owner thereof, regardless of the length of the lease period. Affordable housing units owned by the Highland Park Housing Commission, or any wholly-controlled subsidiary thereof, are not to be deemed or considered to be "regulated rental dwellings" for purposes of this Chapter 154.

Single family residential structure: "Single family residential structure" has the meaning set forth in Section 150.202 of Chapter 150 of this Code.

(Ord. 98-2016, § 2, passed 12-12-16; Ord. 110-2017, § 2, passed 11-27-17)

Sec. 154.005. - Registration.

(A) *Registration required*. All regulated rental dwellings must be registered pursuant to this

Chapter.

- (B) *Registration form and procedure.* On or before April 1 of each calendar year, and in all cases prior to the rental of the dwelling unit, the owners of a regulated rental dwelling must register the regulated rental dwelling with the Department of Community Development on a form provided by the Department. On or before March 1 of each calendar year, the Director of Community Development must send the registration form to all prior registrants under this Chapter. All regulated rental dwelling registration forms must include, without limitation, the following information:
- (1) The name, business and address, and business telephone number, and if available, the facsimile number and e-mail address, of each and every owner of the regulated rental dwelling;
 - (2) The street address and, if applicable, the unit number of the regulated rental dwelling;
 - (3) The name, business address, business telephone number, 24-hour accessible telephone number, and, if available, the facsimile number and e-mail address, of one or more designated property agents for the regulated rental dwelling; and
 - (4) Payment of a registration fee for each regulated rental dwelling unit, in the amount set forth in the annual fee resolution.
- (C) *Amendments.* Upon the occurrence of any substantial change or addition to the information required pursuant to Section 154.005(B) of this Chapter, the owners must file an amended registration form with the Department of Community Development within 14 days after the occurrence of such change or addition.

(Ord. 110-2017, § 3, passed 11-27-17)

Sec. 154.010. - Registration records.

- (A) Registration forms and amendments to registrations will be maintained and made available to the public by the Director of Community Development, as required pursuant to Illinois law. Upon receipt of completed registration forms and amendments to registrations, the Director of Community Development must distribute copies thereof to the Fire Chief and the Police Chief.
- (B) The owners of a registered regulated rental dwelling must cause to be provided to the tenants of the dwelling a copy of any registration form or amendment that is submitted to the City pursuant to this Chapter.

(Ord. 110-2017, § 4, passed 11-27-17)

Sec. 154.015. - Property maintenance.

All regulated rental dwellings must be kept and maintained in compliance with all applicable ordinances and regulations of the City, including, without limitation, the building regulations set forth in Title XVII of this Code. No person may be fined for a violation of this Section 154.015 for the same offense for which that person has been fined under a different provision of this Code.

Sec. 154.020. - Property agent responsibilities.

At least one of the property agents identified in the registration form for a regulated rental dwelling must be accessible to the City and to tenants on a 24-hour per day basis to address any safety or code compliance concerns with the regulated rental dwelling.

Sec. 154.025. - Disclaimer of liability.

The City assumes no liability for the maintenance or condition of any dwelling unit that is, or is required to be, registered as a regulated rental dwelling pursuant to this Chapter. Specifically, and without limitation of the foregoing, this Chapter is not to be deemed or interpreted as a warranty or guaranty by the City of the safety, fitness or suitability of any regulated rental dwelling in the City.

Sec. 154.999. - Penalty.

- (A) Any person who violates any provision of this Chapter will be fined in the amount set forth in the Annual Fee Resolution.
- (B) All fines collected by the City for violations of this Chapter are to be designated by the City Treasurer for local programs and initiatives that provide assistance to displaced residential tenants in the City.

(Ord. 5-14, J. 40, p. 38-42, passed 01/27/13)

Exhibit C

Rental Registration

The City of Evanston Ordinance 141-O-18 **requires the annual registration of residential rental property**. The ordinance specifically applies to all rental single family homes, rental condominiums, multifamily rental buildings, and accessory dwelling units

First time/new registration

If you are renting your property for the first time, please submit the following by mail to the City of Evanston - Community Development Department, Property Standards, 2100 Ridge Avenue, Evanston, IL 60201.

- [Rental Registration Form \(printable form\)](#).
- Architectural drawn floor plan or well-drawn scaled drawing showing the interior rooms and their exact measurements.
- \$200 non-refundable application fee

Registration renewal

Renew and pay for routine rental registrations using the invoice number that was sent via mail or email. If you do not know your invoice number, email propertymaintenance@cityofevanston.org

Online registration renewal and payment

Alternatively, you can also print the [Rental Registration Form](#) and mail it with your payment to the City of Evanston - Community Development Department, Property Standards, 2100 Ridge Avenue, Evanston, IL 60201

COVID-19 information

- The State of Illinois issued an executive order on evictions: [Executive Order 2020-30: Eviction stay](#).
- Wondering about evictions during the COVID-19 crisis? Check out the [eviction flow chart](#) for some helpful tips and information.
- For additional questions, you can reach out to Metropolitan Tenants Organization through 311 or 773-292-4988.
- Looking for best practices and guidance? check out the [National Apartment Association COVID-19 information](#).
- Review the NAA [best practices on rent collections during COVID-19](#) and the [guidance for multi-family residential buildings during COVID-19](#) issued by the Chicago Department of Public Health.
- Review the [guidance on the Eviction Moratorium](#) as of 04/23/20 along with local legislation and resources.
- Join or watch the webinar:



Guidance for landlords during COVID19 webinar : April 29,
6pm

[Watch the video](#) | [View the presentation](#)

Owner Occupied Units

Owner Occupied Single Family

Did you received a registration statement and invoice? Return your Annual Rental Registration form with the Owner Information section completed, and include a copy of your most recent water utility bill. We will then verify the information you provide and change our records accordingly.

Owner Occupied Two Dwelling buildings

For two dwelling unit building currently used as a single family home or where each unit is owned and occupied separately as an individual residence, please submit the [Affidavit of Occupancy for Rental Registration Exemption](#) online.

Alternatively, an [Affidavit of Occupancy for Rental Registration Exemption form](#) can be printed and submitted along with the Annual Rental Registration form with the Owner Information section completed, by mail to the City of Evanston - Health & Human Services Department, 2100 Ridge Avenue, Evanston, IL 60201.

Owner Occupied Unit Inspection Exemption

If you are an owner that resides in one of the units that is scheduled for inspection and would like to exempt your owner occupied unit from the inspection, please notify the inspector at the time of the inspection and your unit will be exempt from inspection.

All other units, common areas and the exterior will be subject to inspection regardless of occupancy, or whether you collect rental payments from said occupants.

For additional information go to: [Property Maintenance Routine Inspection Process](#).

Accessory Dwelling Units (ADU) Rental Registration

What is an ADU?

Accessory dwelling units are units which are accessory to the primary use of the principal structure. Accessory dwelling units may be detached from the principal structure.

Do I need to register my ADU for rental?

Yes. On November 19, 2018, City Council approved ordinance 141-O-08, amending Title 5, Chapter 8 of the Registration of the Rental Registration Building to require a \$200 fee for initial inspection and registration of existing dwelling units including accessory dwelling units (ADU's)/coach houses.

Failure to register your rental property will attract a fine of \$75-\$375 for renting an unregistered unit.

Register online: [Accessory Dwelling Unit Rental Registration](#)

Printable Form: [Accessory Dwelling Unit Rental Registration](#)

Applications submitted without the required documents will not be considered. Upon receipt of the application an invoice for the \$200 application fee will be emailed to the applicant. Review of the application and inspections will not take place until this fee has been remitted.

Properties exempt from rental registration

Properties exempt from rental registration include vacant buildings and lodging establishments already registered with the City of Evanston, buildings licensed and inspected by the State of Illinois or the Government, and buildings owned by governmental agencies or public housing authorities.



RENT Evanston is a city initiative to empower and connect landlords, property owners, and property managers in our city. RENT stands for Rental Empowerment, Networking, and Training. In addition to quarterly newsletters, the City will hold quarterly training sessions and discussions on topics relevant to property management and ownership.

After Hours Communication

For after hours communicable disease or bioterrorism emergencies, please call 847-448-4311 and stay on the line to be connected to someone immediately.



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

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MULTI-DWELLING LICENSE APPLICATION

SECTION #14-1701

NAME OF COMPLEX: _____

NUMBER OF UNITS IN COMPLEX: _____

COMPLEX ADDRESS: _____
ARLINGTON HEIGHTS, IL 6000 _____

MANAGER'S NAME: _____

MANAGER'S ADDRESS: _____

MANAGER'S PHONE #: _____

ON-SITE PROPERTY MANAGER NAME: _____

TELEPHONE #: _____

BILL TO: _____

ATTENTION: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE #: _____

EMERGENCY CONTACT INFORMATION (24 HOUR CONTACT REQUIRED).

NAME: _____ TELEPHONE #: _____

FEE SCHEDULE

1-5 UNITS.....\$60.00 PER BUILDING
OVER 5 UNITS.....\$13.00 PER UNIT/PER BUILDING

☐ SOLE OWNER ☐ PARTNERSHIP ☐ CORPORATION ☐ LLC ☐ LLP TRUST #: _____

OTHER: _____

PLEASE PROVIDE THE NAME OF THE INDIVIDUAL OR INDIVIDUALS WHO SHALL BE THE RESPONSIBLE PARTIES FOR THE ACTIVITIES UNDERTAKEN WITHIN THE VILLAGE OF ARLINGTON HEIGHTS.

NAME: _____ TITLE: _____ HOME PHONE: _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ DRIVERS LICENSE #: _____ STATE WHERE ISSUED: _____

I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE ORDINANCES. FALSIFICATION OR OMISSION OF ANY INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR DENIAL OR REVOCATION.

HAVE YOU BEEN CONVICTED OF A CRIME EXCEPT MINOR TRAFFIC VIOLATIONS? ☐ YES ☐ NO IF YES PLEASE PROVIDE BELOW THE DATE, CITY AND STATE WHERE THE ARREST(S) TOOK PLACE, THE SPECIFIC CHARGES THAT WERE FILED AND THE DATE OF THE COURT DISPOSITION AND SENTENCE IMPOSED IF APPROPRIATE. _____

SIGNATURE OF APPLICANT: _____ TITLE: _____ DATE: _____

FOR OFFICE USE ONLY

CONTROL #: _____ LICENSING DEPARTMENT: ☐ APPROVED ☐ DENIED

COPY SENT TO: ☐ FIRE SAFETY ☐ FIRE DEPARTMENT ☐ POLICE