



Village of Arlington Heights
Housing Commission
Commissions Room 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
August 19, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 6/9/15

IV. REPORTS

V. OLD BUSINESS

- A. Single Family Rehabilitation Loan Program Update
- B. Plan Commission Calendar
- C. Group Home and Transitional Housing Program Change in Policy
- D. Rental Inspection Discussion
- E. Cook County HOME Consortium

VI. NEW BUSINESS

- A. Housing Commission Budget for Fiscal Year 2016

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.



Item: Minutes 6/9/15

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS JUNE 9, 2015

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Siobhan White
Alex Hageli Namrita Nelson

Commissioners

Absent: Anisa Jordan Karen Conway

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:10 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, White, Nelson, and Hageli were present.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Hageli, seconded by Commissioner Nelson, to approve the minutes of the May 12, 2015 meeting. The motion was carried unanimously.

IV. REPORTS

None

V. OLD BUSINESS

A. Single Family Rehabilitation Loan Program

Ms. Boyer reported that projects 14-02 and 14-05 have been completed. She was asked to provide "after" photographs of the home for project 14-05.

Ms. Boyer explained that a new application was received (15-01) from a single mother with two 7 year of children. There were a couple of eligibility issues. Ms. Boyer explained that the owner rented the home for several years and has owned the home for about one year. The program guideline is that the owner has owned the home for 2 years. Ms. Boyer said that she appears to be very committed to the house. The reason for the 2 year requirement is to prevent people from using the program to prepare the home for a quick sale. The owner is requesting a waiver from the 2-year ownership requirement. Also, the owner's income exceeds the maximum for 100% financing, and the owner is requesting a waiver from the requirement to pay 30% of the project cost. Due to the requirement to have a minimum of 15% equity after the Village loan is made, the owner is eligible for up to a \$12,500 loan.

The Commissioners discussed the case and since the owner has shown a commitment to the home (renting for several years and then buying the home) and because the maximum loan is limited to \$12,500 they agreed that the waivers were justified.

A motion was made by Commissioner White, seconded by Commissioner Nelson to waive the requirement that the owner have owned the home for a minimum of two years and approving 100% financing, pending approval of the project and bids at a later meeting, up to a loan amount of \$12,500. The motion was approved unanimously.

- B. Group Home and Transitional Housing Program – Ms. Boyer reported that the motion to change the terms of assistance to 100% grants has been forwarded to the Director of Planning & Community Development who will speak to the Village Manager about taking it to the Village Board. Chairman Hellner asked if the 100% financing will be retroactive to the projects already completed. Ms. Boyer reported that was part of the motion.

Ms. Boyer reported that the kitchen at the Glenkirk group home is finished. Ms. Boyer was asked to request photographs from Glenkirk.

- C. Rental Inspection Discussion – Ms. Boyer has requested that the Building Department provide input on the Northwest Municipal Conference Survey. The survey questions will be sent to the Northwest Municipal Conference when they are finalized.

VI. NEW BUSINESS

A. Cook County HOME Consortium

Ms. Boyer explained that the Village has the option to direct the Federal HOME funds that are attributable to the Village's population to Cook County rather than to the State to administer through the Illinois Housing Development Authority. The CDBG eligible communities in Cook County have been invited by Cook County to join the HOME Consortium and HUD has strongly encouraged the communities to join the HOME Consortium. Hoffman Estates, Mount Prospect, Palatine, and Schaumburg have joined the HOME Consortium. Des Plaines voted in May to join the HOME Consortium.

Ms. Boyer explained that a few years ago, Cook County said that it would be evaluating needs and distributing funds on more of a sub-regional basis for a more balanced distribution of resources across the County. Ms. Boyer reported that recently Cook County provided funding

for the new senior building in Mt. Prospect and Mt. Prospect provided local financial contribution. In the 2015/2016 budget, Arlington Heights has set allocated \$73,000 for the Goedke Apartments renovation and Cook County has made a conditional commitment of approximately \$750,000.

Cook County has also issued a Conditional Commitment Letter for the Parkview Apartments with a one of the conditions of the funding that the Village either make a local financial contribution to the project or join the HOME Consortium. Apparently, if a community is a member of the HOME Consortium local contributions are not required, but if communities are not members of the HOME Consortium the communities are being required to provide local contributions in order for the project to receive funding from the county.

A couple of other considerations discussed were that the fiscal year for the CDBG program would need to be changed from May 1 – April 30th to October 1st - September 30th. This is less of an issue since the Village fiscal year was changed. Ms. Boyer explained the 5 month gap period that would occur from May 1, 2016 to September 30, 2016. Cook County offered to cover the Village public services and administrative costs during this time and provide up to \$10,000 for emergency home repairs under the Single Family Rehab Program during the gap period. The coverage of these costs is going to the Cook County Board for approval. There are also carry over funds that could cover expenses under the Single Family Rehabilitation Loan program during the gap period.

Ms. Boyer also explained that the Village's Consolidated Plan would be incorporated into the County Consolidated Plan. The Village will prepare its Annual Action Plan, submit it to the County, and the County will submit all of the HOME member communities' plans together.

Commissioner Nelson asked who would control how the Federal funds are spent. Ms. Boyer said that the County would allocate the HOME dollars. She believes that the County Board makes the final decisions. The County would not have authority over the Village's CDBG funds and this is in the Memorandum of Understanding with respect to joining the HOME Consortium. The Village's Annual Action Plans will need to be consistent with the Cook County overall Consolidated Plan. Cook County has said that it plans to keep its goals general enough to be compatible with local community goals.

Finally, Ms. Boyer explained that members on the HOME Consortium are allowed to opt out of the HOME Consortium every three years. Due to the opt-out cycle, if the Village joins effective October 2016, it will have the opportunity to opt-out of the HOME Consortium in two years. Chairman Hellner asked if Ms. Boyer knows of any organizations that have opted out. Ms. Boyer said that Arlington Heights was a member very early on in the formation of the HOME Consortium (in the 1990s) and did not renew its membership after the first three years. The Village had no negative experiences with the HOME Consortium but had not seen any benefits of participation through the date of withdrawal.

Ms. Boyer said that if the Village is a member of the HOME Consortium that the Village wants to receive copies of applications for projects that involve projects in the Village of Arlington Heights.

Ms. Boyer said that when investigating membership in the HOME Consortium the Village became aware of a Conditional Commitment Letter from Cook County for the Parkview Apartments project. The Conditional Commitment Letter was not initially provided to the Village by Cook County or the developer. Ms. Boyer said that she was making the Housing Commission aware of some information contained in the Conditional Commitment Letter that the Village did not know previously. The Conditional Commitment Letter: 1) allocates \$1 million to the Kenneth Young Center for the purchase of the land and \$1 million to Parkview LLC for the construction of the building, 2) there is a condition that the Village either provide a local contribution or join the HOME Consortium, and 3) there was information regarding subsidized units.

Chairman Hellner stated that he was not aware that Kenneth Young was involved but that they have a good reputation. Commissioner White was concerned as to why Kenneth Young would be involved instead of Alexian Center for Mental Health. It was questioned why the Kenneth Young Center would be involved in the project. Chairman Hellner stated that it could be as an investment. Ms. Boyer that the plan may have changed since IHDA did its preliminary review of the project in the spring of 2014, but in the project's preliminary assessment summary by IHDA there is reference to 5 supportive housing units and 17 rental assistance units which may mean subsidized units. The total low/moderate income units shown is 45 which was consistent with the number of affordable units originally presented by the developer.

Commissioner White said that she is concerned about why the Kenneth Young Center has become such a large partner. She said that it is her understanding that Arlington Heights is under the service jurisdiction of the Alexian Center for Mental Health. Chairman Hellner said that the Kenneth Young Center is providing service with respect to the project in Mt. Prospect, but Ms. White said that Mt. Prospect may be in the Kenneth Young service area. She said that the Federal government establishes the jurisdictions for the community mental health centers. She is concerned that our provider that has been in Arlington Heights for many years is not involved.

Commissioner White suggested that there are two different questions. She said that the condition that Cook County make the Village aware of projects in its jurisdiction will address the issue of the Village being informed and it led to finding out more information on this project retroactively. She said that she thought that it is a problem that the Village was not aware of the partnership with this provider that does not normally work in Arlington Heights. Chairman Hellner stated that perhaps the Conditional Commitment Letter contains errors or there was a miscommunication. Perhaps the Parkview project was confused with another project involving the Kenneth Young Center. He said that the Parkview project was not presented with any supportive services involved, and therefore it is odd that any service provider is involved, so he wonders if it may be a mistake.

Commissioner White suggested that the HOME Consortium be taken as a separate item and that the developer be asked to come back in to clarify and explain the open questions.

Chairman Hellner offered to send a text to the developer asking about the involvement of the Kenneth Young Center. Ms. Boyer advised that it is preferable that communication by developers be coordinated through the Planning Department. Chairman Hellner stated that it is

important that the Housing Commission not throw a wrench into the project since it is a substantial investment in the community.

Commissioner Nelson asked why Cook County wants the communities to join the Consortium so badly. Ms. Boyer said that the County receives more funds to distribute in the County receives some administrative dollars. There has been no communication or pushback from IHDA about the Village joining the HOME Consortium. Ms. Boyer explained that Cook County also administers the Urban County structure. Cook County administers the CDBG funds of communities that join the Urban County. Arlington Heights and the other northwest suburban communities have stated that they are not interested in joining the Urban County organization.

The Commission asked if it could defer entertaining a motion concerning joining the HOME Consortium. Ms. Boyer said that the matter is scheduled to go to the Village Board this Monday, June 15th in order to meet the deadline for joining the Consortium in 2016. Ms. Boyer read a letter received from Parkview LLC regarding staff questions concerning the Conditional Commitment Letter including the condition regarding local contribution of membership in the HOME Consortium.

At the conclusion of the discussion:

A motion was made by Commissioner White, seconded by Commissioner Hellner to recommend to the Village Board that the Village join the Cook County HOME Consortium. Ayes: Hellner and White. Nays: Nelson and Hageli. The vote was tied.

The reason for the no votes on the motion was insufficient time to study the issues concerning the HOME Consortium including the questions regarding the Parkview Apartments project which has applied for HOME funds.

A second motion was made:

A motion was made by Commissioner White, seconded by Commissioner Hellner requesting additional information on how the Parkview project has evolved including financing and rental subsidies. The motion was approved unanimously.

Ms. Boyer discussed a final project that may be considered by Cook County for funding. UP Development and the North West Housing Partnership (NWHP) are proposing an owner occupied home rehab program that would provide grants (\$6,000 - \$10,000) to low/moderate income homeowners. Funds would be used for energy efficiency repairs, accessibility improvements, and flood damage repairs. UP Development and the NWHP have requested letters of support from the Northwest Suburban Housing Collaborative and individual Villages. Ms. Boyer said that the program will be discussed by the Collaborative at a meeting on June 11th. She said that she has drafted a letter that would express support conditioned on the final program design. Eligible Arlington Heights program participants in need of more extensive repairs could utilize the Village's may be able to utilize the Single Family Rehab Program. Village Bank and Trust is looking into establishing a loan program for others.

VII. OTHER

Commissioner White announced that she is resigning from the Housing Commission. She was thanked for her 10 years of service to the Housing Commission. The Commissioners were encouraged to think about possible new members for the Commission.

IV. ADJOURNMENT

A motion was made by Commissioner White, seconded by Commissioner Nelson to adjourn the meeting. The motion carried and the meeting adjourned at 8:30 PM.

NEXT MEETING: TUESDAY, JULY 7, 2015, 7 PM



Item: Rental Inspection Discussion

Department: Planning & Community Development

ATTACHMENTS:

Description

Rental Inspection Survey

Type

Exhibits

Municipality	Do you have regulations regarding the rental of residential properties? If yes, please attach.	Do you require a property owner/landlord to obtain a license prior to renting or letting any residential dwelling unit?	Do you collect different fees and/or have different regulations for differing types of dwelling units (e.g., apartment units, townhome units, duplex units, single-family dwellings)?	Do you limit the total number of licenses that can be issued in your municipality for the renting or letting of residential dwelling units?	If you do limit the number of licenses, do you have different limits for different types of dwelling units (e.g., one limit for apartment units, and a different limit for single-family dwellings)?
Arlington Heights	See attached.	No. Only multiple rental unit buildings.	Yes.	No.	No.
Barrington		No.	No.	No.	No.
Des Plaines	See attached.	Yes.	Yes.	No.	No.
Elk Grove		No.	Yes.	No.	No.
	Here are the links to the information asked for regarding rentals: http://www.sterlingcodifiers.com/codebook/index.php?book_id=413&section_id=714847 http://www.sterlingcodifiers.com/codebook/index.php?book_id=413&section_id=1007659 http://www.sterlingcodifiers.com/codebook/images/url.gif				
Fox Lake		Yes.	No.	No.	
Hoffman Estates	See attached ordinance.	Yes. See attached ordinance.	Yes. See attached ordinance.	No.	N/A.
Lincolnshire		No.	N/A.	N/A.	N/A.
	https://www.municode.com/library/il/niles/codes/code_of_ordinances?nodeId=COOR_C H22BU ARTXVIIREP R				
Niles		Yes.	Yes. 50 single-family; 60-flat; based on number of units 60-150.	No.	No.
Palatine	See attached.	No.	\$73 SF/TH/Condos // Multifamily- Whichever is greater \$104 per bldg, \$21 per unit.	No.	
Rolling Meadows	See attached.	Yes.	Yes.	No.	
Schaumburg	See attached.	Yes.	Yes.	No.	
Streamwood	Yes on website.	Yes.	No.	No.	No.
Vernon Hills	No.	No.	No.	No.	N/A.
			Yes. 50 single-family; 60-flat; based on number of units 60-150.		
Wheeling	Yes. See attached.	Yes.		No.	N/A.

ARLINGTON HEIGHTS

Article XVII Multiple Dwellings

Section 14-1701 Definitions. For the purposes of this Article, the following words and phrases shall have the meanings set forth below:

- a. **Condominium.** Any dwelling unit under individual ownership in a multi-unit structure as provided in the Condominium Property Act of the Illinois Compiled Statutes.
- b. **Condominium association.** Any organization or association which governs the operation of common areas or services for two or more condominiums.
- c. **Dwelling unit.** Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

OTHER BUSINESSES

- d. Multiple dwelling. Any dwelling containing more than two dwelling units under common ownership.
- e. Townhouse. Any dwelling joined to another dwelling or dwellings at one or two sides by a party wall or walls and designed exclusively for use or occupancy by one family of the internal space from lowest basement or floor level to roof.
- f. Townhouse association. Any organization or association which governs the operation of common areas of two or more townhouses.
- g. Village Manager. The Village Manager of Arlington Heights or designated representatives. Designated representatives for the administration and enforcement of this Ordinance include the Finance Director, Director of Building, Director of Health Services, the Fire Chief and their representatives.

Section 14-1702 License Required.

- a. No person or association shall operate a multiple dwelling without holding a current, unrevoked operating license issued by the Village in his or her name for the specific named multiple dwelling.
- b. Every operating license shall be issued for a period of one year from its date of issuance unless sooner revoked, and may be renewed for successive periods of not to exceed one year.

(Ord. #99-018)

- c. The Village Manager is hereby authorized to issue new operating licenses and renewals, in the names of applicant owners or operators of multiple dwellings. No licenses shall be issued unless the multiple dwelling is found to meet all requirements of Chapter 23, Building Regulations, of this Code and all applicable rules and regulations.
- d. No operating license shall be issued or renewed unless the applicant, owner or operator has first made application on a form provided by the Village.
- e. Condominium and townhouse associations shall register with the Village annually with the specific information, listed below, including the number of rental units per building/complex and are subject to the licensing provisions of this Article if they meet the minimum required provisions of this Article:
 - 1. Legal Name and location of the condominium/townhouse complex,
 - 2. Names, Titles of Officers of the Association,
 - 3. Name, address and phone number of registered management agent,
 - 4. Name and phone number of emergency contact (24 hour),
 - 5. Number of rental units per building; percentage of rental units per complex.

(Ord. #99-018)

Section 14-1703 Investigations and Inspections. No operating license shall be issued or renewed until an inspection is made pursuant to Chapter 23, Building Regulations, as the Village

ARLINGTON HEIGHTS MUNICIPAL CODE

Manager may require to determine whether the multiple dwelling is in compliance with the provisions of Chapter 23 and with applicable rules and regulations.

Section 14-1704 Designation of Agent.

(Ord. #99-018)

- a. No operating license shall be issued or renewed for a nonresident applicant, unless the applicant designates in writing to the Village Manager the name of an agent for receipt of service of notice of violations and for service of process, pursuant to Chapter 23, Building Regulations, of this Code.
- b. No operating license shall be issued or renewed for a resident applicant, unless such applicant has first designated an agent for the receipt of service of violations of the provisions of this Code and for service of process pursuant to this Code when the applicant is absent from Arlington Heights for 30 or more days. This designation shall be made in writing and shall accompany each application form.

Section 14-1705 Renewal. No operating license shall be renewed unless an application has been made within 60 days prior to the expiration of the present operating license.

Section 14-1706 Notice of Change. Each license shall be displayed in a conspicuous place within the common ways of the multiple dwelling. Every person holding an operating license shall give notice in writing to the Village Manager within 24 hours after having transferred or otherwise disposed of the legal control of any licensed multiple dwelling. This notice shall include the name and address of the person or persons succeeding in the ownership or control of the multiple dwelling.

(Ord. #99-018)

Section 14-1707 Records Required. Every owner or operator of a licensed multiple dwelling shall keep, or cause to be kept, records of all requests for repair and complaints by tenants or members of the association which relate to the applicable provisions of Chapter 23, Building Regulations, of this Code, and of all corrections made in response to such requests and complaints. These records shall be made available by the owner or operator to the Village Manager for inspection and copying upon request.

Section 14-1708 Violations and Suspensions.

(Ord. #99-018)

- a. Whenever, upon inspection of the licensed multiple dwelling or of the records required to be kept by Section 14-1707, Records Required, the Village Manager finds that conditions or practices exist which are in violation of the provisions of this Code or of any applicable rules and regulations, the owner or operator shall be served with notice of such violation as provided in Chapter 23, Building Regulations. The notice shall state that unless the violations cited are corrected within a reasonable time, the operating license may be suspended.
- b. At the end of the time allowed for correction, the Village Manager shall reinspect the multiple dwelling, and if conditions have not been corrected, he or she may issue an order suspending the operating license.

OTHER BUSINESSES

- c. Any person whose license to operate a multiple dwelling has been suspended may make a written request for reconsideration. Upon receipt of a request for reconsideration, the Village Manager shall have the premises reinspected to determine if they are in compliance. If no request for reconsideration or petition for hearing reaches the Village Manager within 21 days following the issuance of the order of suspension, a notice of license revocation shall issue. The licensee shall then have 30 days to either bring the premises into compliance and request a reinspection or request a hearing. If the licensee fails to take either action, the license shall be revoked.

(Ord. #99-018)

- d. If, upon reinspection, the Village Manager finds that the multiple dwelling is in compliance with this Article and with applicable rules and regulations, he or she shall reinstate the license. A request for reinspection shall not extend the suspension period, unless the Village Manager grants such requests.

(Ord. #09-038)

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING
CHAPTER 8 OF THE
HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the following Sections of Article 8-1, GENERAL PROVISIONS, of CHAPTER 8, LICENSES, of the Hoffman Estates Municipal Code be and the same are hereby amended to read as follows:

Article 1

GENERAL PROVISIONS

Section 8-1-2. PERSONS SUBJECT TO LICENSE

Whenever in this Code a license is required for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in any activity or occupation, any person, firm, corporation, association or limited liability company, shall be subject to the requirement if by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation or solicits or attempts to perform any part of such business or occupation in the Village.

Section 8-1-9. PRO-RATED FEES

When any business license is issued after the first day of November in any year, the license fee charged shall be one-half of the annual license fee. When any General Business Premises license is issued after the first day of March in any year, that license fee shall be one-half of the annual license amount. Residential Rental Property license fees, however, shall not be pro-rated.

Section 8-1-10. TERMINATION OF LICENSES

All annual business licenses shall begin on May 1 and terminate on April 30 of the following year, except for General Business Premises licenses which shall begin on September 1 and terminate on August 31 of the following year, and Residential Rental Property licenses which shall begin on January 1 and terminate on December 31 of the calendar year in which issued.

Section 8-1-12. CHANGE OF LOCATION

The location of any licensed business or occupation, or of any permitted act, may be changed, provided ten days' notice thereof is given to the Village Clerk, in the absence of any provision to the contrary. The location for which a Residential Rental Property license or temporary certificate has been issued by the Village may not be changed.

Section 8-1-13. INSPECTIONS

Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by ordinance, or are reasonably necessary to secure compliance with any ordinance provision or to detect

violations thereof, it shall be the duty of the licensee or the person in charge of the premises to be inspected, to admit any officer or employee of the Village who is authorized or directed to make such inspection at any reasonable time that admission is requested.

Whenever the analysis of any commodity or material is reasonably necessary to secure compliance with any ordinance provision or to detect violations thereof, it shall be the duty of any licensee of the Village whose business is governed by such provision to give to any authorized officer or employee of the Village requesting the same, sufficient samples of such material or commodity for such analysis upon request.

In addition to any other penalty which may be provided, the President may revoke the license of any licensed proprietor of any licensed business in the Village who refuses to permit any such officer or employee who is authorized to make such inspection or take such sample to make the inspection or take an adequate sample of the desired commodity or material, or who interferes with such officer or employee while in the performance of his duty in making such inspection or taking such sample. No license shall be revoked for such cause unless written demand is first made in the name of the Village upon the licensee or person in charge of the premises, stating that such inspection or sample is desired at the time it is sought to make the inspection or to obtain the sample.

Section 2: That Article 13, RESIDENTIAL RENTAL PROPERTY LICENSE, of Chapter 8, LICENSES, of the Hoffman Estates Municipal Code is created to read as follows:

Article 13

RESIDENTIAL RENTAL PROPERTY LICENSE

Section 8-13-1. DEFINITIONS

Unless the context otherwise requires, the following terms as used in this Article shall be construed according to the definitions given below:

A. *Residential Rental Property* shall mean residential structures or dwelling units that are intended to be rented or leased for income or for payment to the Owner in return for the right to occupy or use the property of another and are not owner-occupied, including single-family detached and attached structures and condominium units, but excluding the following:

1. Apartments as defined in Section 12-1-1 of this Code.
2. Single-family owner-occupied residential structures or dwelling units.
3. Single-family residential structures or dwelling units which are vacant but which are not intended to be rented or leased.
4. Hotels and motels that rent rooms to occupants if such occupancy is transient only.

5. Assisted Residential Facilities, Independent Residential Facilities, Skilled Nursing Facilities, Nursing Homes, Intermediate Care Facilities, Sheltered Care Facilities, and Congregate Care Facilities.
- B. *Building Official* shall mean that person designated by the Village Manager as having Code enforcement authority relating to Residential Rental Property.
- C. *Owner* shall mean any person, agent, operator, firm, association or corporation having a legal or equitable interest in the Residential Rental Property, or having an interest that has been recorded in the Office of the Recorder of Deeds of the County of Cook, Illinois or in the Office of the Registrar of Titles if the property affected is under the Torrens System, or otherwise having control of the Residential Rental Property pursuant to an order of possession issued by a court.
- D. *Tenant* shall mean that person or persons occupying the Residential Rental Property pursuant to a rental agreement or lease for income or for payment to the Owner in return for the right to occupy or use the Residential Rental Property.

Section 8-13-2. LICENSE REQUIRED

- A. It shall be unlawful for any Owner to offer for rent or lease, or to cause the rental or lease for income or for payment in return for the right to occupy or use a Residential Rental Property unless the Owner has first made application to the Village for a Residential Rental Property license on the form provided by the Village Clerk together with payment in full of the appropriate license fee, and such application is deemed complete by the Village.
- B. The Village Clerk is hereby authorized, upon application and approval therefor, to issue Residential Rental Property licenses and renewals thereof in the name of the Owner.
- C. Each application for a Residential Rental Property license shall include at least the following:
1. The full legal name, postal address, email address (if applicable), and telephone number of each Owner of the Residential Rental Property.
 2. If the Residential Rental Property is held in a trust, the name, address and phone number of the trustee and each beneficial interest holder.
 3. The postal address of the Residential Rental Property.
 4. The square footage of the Residential Rental Property including individual room sizes.
 5. The name, postal address, email address (if applicable) and telephone number of the Tenant with whom the Owner has a rental agreement or lease for the Residential Rental Property.
 6. The name, postal address, email address (if applicable) and telephone number of any management company retained by the Owner to act as the Owner's authorized representative for the Residential Rental Property.
 7. The name, postal address, email address (if applicable) and 24-hour telephone number(s) of the person designated by the Owner as available and as having authority in emergency situations to make or to authorize others to make repairs as needed.

8. The starting and ending date of the rental agreement or lease permitting the Tenant to live at the Property.

D. Each application for a Residential Rental Property license or for renewal of a Residential Rental Property license shall be accompanied by the payment of a fee of One Hundred Fifty and No/100 Dollars (\$150.00) for each single family attached or detached unit, and Seventy-Five and No/100 Dollars (\$75.00) for each condominium unit. License and renewal application fees and related inspection fees are nonrefundable.

E. Following Village review and verification that the Owner's application is complete and the payment of the application fee has been made, the Village's Building Official shall issue to the Owner a temporary certificate indicating that this license has been applied for, and that the Tenant's occupancy may continue until such time as the license is issued or denied after the Residential Rental Property has been inspected by the Village for compliance with applicable laws of the State of Illinois, Cook County, and the Village's Municipal Code.

F. A separate Residential Rental Property license shall be required and issued for each Residential Rental Property from the date of issuance on or after January 1, 2014 and ending December 31 of the year issued unless sooner revoked, and may be renewed each January 1 for successive periods not exceeding one (1) calendar year and ending December 31 of the year issued.

G. No Residential Rental Property license shall be issued or renewed for any Residential Rental Property which is not in compliance with the applicable provisions of this Article and the Village's Municipal Code, or where monies are owed to the Village for that property or by that Owner for the payment of transfer taxes to the State, to the County and/or to the Village, or for other fees and services owed to the Village.

H. It shall be unlawful for any Tenant to occupy a Residential Rental Property for which no Residential Rental Property license has been applied for and issued by the Village, or where the Residential Rental Property temporary certificate has been suspended or the license revoked.

I. It shall be unlawful for any Owner to offer for rent or lease for income or for payment in return for the right to occupy or use any Residential Rental Property for which a Residential Rental Property temporary certificate has been suspended or the license has been revoked.

Section 8-13-3. LICENSE NOT TRANSFERABLE

A. The Residential Rental Property license and temporary certificate shall be purely a personal privilege, which shall expire on December 31 of the calendar year of issuance unless sooner suspended or revoked. Neither the temporary certificate nor the license shall constitute property nor shall either be subject to attachment, garnishment or execution, nor shall either be alienable or transferable except as otherwise provided herein, voluntarily or involuntarily, or subject to being encumbered or hypothecated. The Residential Rental Property temporary certificate and the license shall cease upon the death of the applicant or licensee, provided that executors or administrators of the estate

of any deceased applicant or licensee, and the trustee of any insolvent or bankrupt applicant or licensee, may exercise the privileges of the deceased or insolvent or bankrupt applicant or licensee after the death of such decedent, or such insolvency or bankruptcy, until the expiration of such license if issued, but not longer than six months after the death, bankruptcy or insolvency of such applicant or licensee.

B. If during the period for which the Residential Rental Property temporary certificate or license has been issued there is a change in the identity of the Owner or the Tenant or there is a change to any other information previously provided to the Village as part of the Residential Rental Property license application, then within ten (10) days of such change the Owner shall file with the Building Official an updated notice indicating all such changes to the information provided on the most recent Residential Rental Property license application.

C. If during the period for which the Residential Rental Property temporary certificate or license has been issued there is a change in the ownership of the Residential Rental Property, the previously issued temporary certificate or license shall automatically terminate without notice unless the new Owner submits a completed application and fee within ten (10) days of such ownership change.

D. If during the period for which a Residential Rental Property temporary certificate or license has been issued an Owner other than the licensee acquires a right to possession pursuant to court order, that subsequent Owner shall not be required during its right of possession to apply for a separate Residential Rental Property license unless the issued license expires, the temporary certificate is suspended or the license revoked, whichever first occurs.

Section 8-13-4. APPLICATION FOR RENEWAL

An Owner may renew his Residential Rental Property license at the expiration thereof, if that Owner intends to continue to rent the Property, provided that the Owner is then qualified to receive the license, has paid all other applicable business license fees and any other fees or monies owed to the Village, and provided further that the Residential Rental Property for which such renewal of the license is sought is suitable for that purpose. The renewal privileges herein provided for shall not be construed as a vested right.

Section 8-13-5. CHANGE OF LOCATION

A Residential Rental Property temporary certificate and the license apply only to the property described in the application and license. No change of location shall be permitted.

Section 8-13-6. INSPECTION

A. It shall be the further duty of the Village's Building Official and/or his designees to enforce the provisions of this Chapter 8-13 in all respects as adopted and as amended from time to time.

B. Within thirty (30) days of the Village's providing notice to the Owner by first class mail to the address provided by the Owner on his Residential Rental Property license application that an inspection is required, the Owner shall schedule an inspection

with the Village at which the Owner or an authorized representative shall be present to permit entry into the interior and exterior of the property. Failure of the Owner to schedule the required inspection within that thirty (30) day period or to provide entry to the property at the time of the scheduled inspection shall result in the inspection being deemed as a violation of this Section. Subsequent inspections shall be subject to re-inspection fees as applicable under this Chapter.

C. Each Residential Rental Property shall be subject to an annual inspection by the Village. Annual licensing inspections of Residential Rental Property shall include the interior and exterior of the Residential Rental Property. This annual licensing inspection shall be in addition to and not in lieu of any other inspections that may be required to be performed by the Village to determine and enforce compliance with the Village's Code and its rules and regulations.

D. At the time of any Village inspection, the Residential Rental Property must comply in all respects with the applicable laws of the State of Illinois, Cook County, and the Village's Municipal Code.

E. When any inspection of a Residential Rental Property by the Village reveals any violation of applicable state and local laws, the Village's Building Official shall establish a reasonable time period during which the Residential Rental Property must be brought into compliance. Notice of the violations and the time period for compliance shall be sent by the Village's Building Official to the Owner by first class mail to the address provided by the Owner on his Residential Rental Property license application, or may be delivered by the Village in person to the Owner or his authorized representative at the conclusion of the inspection.

F. A re-inspection of the Residential Rental Property shall occur on the earlier of compliance by the Owner or the conclusion of the time period for compliance, for which a re-inspection fee of Fifty and No/100 Dollars (\$50.00) shall be charged by the Village. The Owner shall be responsible for scheduling the re-inspection prior to the compliance deadline.

G. If upon re-inspection the Building Official determines that the Residential Rental Property continues to be not in compliance with applicable laws of the State of Illinois, Cook County and the Village's Municipal Code, the Building Official may authorize additional time for the Owner to comply, or the Building Official may order the Residential Rental Property's temporary certificate suspended and the property vacated. Notice of the continuing violations and suspension shall be sent by the Village's Building Official by first class mail to the Owner at the address provided by the Owner on his Residential Rental Property license application, and to the Tenant whose name appears on the license application provided by the Owner. The Village shall also post notices on all entrances to the Residential Rental Property, stating that the Residential Rental Property must be vacated within sixty (60) days if the Building Official has determined

that the violation(s) do not place the Tenant in imminent danger of harm. If, however, the Building Official determines that the violations do place the Tenant in imminent danger of harm, the Building Official shall order the Residential Rental Property vacated immediately.

H. An Owner whose Residential Rental Property temporary certificate has been suspended may request a re-inspection for which an additional re-inspection fee of Fifty and No/100 Dollars (\$50.00) shall be charged by the Village. If upon that further re-inspection the Village's Building Official determines that the Residential Rental Property is now in compliance, the Building Official shall authorize the license to be issued or renewed subject to payment of a reinstatement fee of Fifty and No/100 Dollars (\$50.00) to the Village.

I. Any inspection request initiated by the holder of a Residential Rental Property license or temporary certificate that is not considered part of the Village's annual required inspection process shall be subject to an inspection fee of Fifty and No/100 Dollars (\$50.00).

Section 8-13-7. RECORDS

Every Owner of a licensed Residential Rental Property shall keep or cause to be kept, an accurate record of all repairs, alterations and changes related to the provisions of this Section or to any rules and regulations pertaining thereto and of all corrections made as the result of inspections by the Village. The Owner, when requested, shall make such record available to the Building Official.

Section 8-13-9. VIOLATIONS

Whenever during the period of a Residential Rental Property license or temporary certificate pending the issuance of a license it is determined that there exist conditions or practices on the Residential Rental Property which are in violation of the provisions of this Section or of any applicable laws of the State of Illinois, Cook County or the Village's Municipal Code, the Building Official shall serve the Owner by first class mail with notice of such violation. Such notice shall further state that unless the violations cited are corrected within a time period specified by the Building Official, the Residential Rental Property license may be suspended or revoked. In addition, the Village has the power to prosecute violations of the Municipal Code through its Administrative Adjudication Process as provided by Section 12-4-6 of this Code.

Section 8-13-10. SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Article 8-13 is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

Section 8-13-11. PENALTY

Any person, firm, corporation or limited liability company violating any of the provisions of this Article 8-13 shall be fined as set out in the general penalty in Section 8-14-1 of this Chapter for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Section 3: That Article 13, PENALTY, of Chapter 8, LICENSES, be and is hereby renumbered to be Article 14.

Section 4: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 5: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 16th day of December, 2013

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Anna Newell	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Gary J. Pilafas	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Gary G. Stanton	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Michael Gaeta	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Gayle Vandenberg	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Mayor William D. McLeod	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

APPROVED THIS 16th DAY OF December, 2013

William D. McLeod
Village President

ATTEST:

B. Romanos
Village Clerk

Published in pamphlet form this 19th day of December, 2013.

City of Rolling Meadows
Community Development Department
3600 Kirchoff Road, Rolling Meadows, IL 60008
847-506-6030 www.cityrm.org/rmcd

Rental Dwelling Program

The Rolling Meadows City Council passed Ordinance 03-34 and Ordinance 08-57 regarding rental dwellings. The regulations require all single family homes, attached and detached, condominiums and apartments to be licensed and inspected by the Community Development Department. The ordinances were enacted to assure continued maintenance of the rental housing in the community.

Definition of a Rental Dwelling Unit:

A dwelling unit occupied or available for occupancy by one or more persons, other than the owner of record, under a rental agreement, implied or written, with or without compensation, whether the rental dwelling be a multiple dwelling, single family detached, single family attached or single family semi-detached.

Program Year:

The rental license program runs from June 1st to May 31st of each year.

Fees: (see below):

The purpose of this program is to ensure the proper maintenance and upkeep of rental dwellings. Fees are based on the number of violations. Fewer or no violations result in a lower license fee. New rental properties will be charged the 0-3 violation category listed below.

Single Family Attached and Detached:

0-3 Violations - \$50.00

Inspected every 3 years

4 or more violations - \$150.00

Inspected every 12 months

Condominiums:

0-3 Violations - \$30.00

Inspected every 3 years

4 or more violations - \$90.00

Inspected every 12 months

Late Fee: 100% of the license fee (during renewal time):

A late fee will be charged to all rental licenses that are not paid on or before May 31st. All applications must be postmarked on or before May 31st. Any application received after May 31st, will be charged an additional 100% of the license fee. Any application received after May 31st will be returned if the late fee is not included.

Reinspection Fee: \$92.00

Reinspection fee(s) will be charged for the third and each subsequent reinspection performed by our inspector to determine compliance with the related codes in the same rental program year.

Procedure:

Following the submission of a completed application and payment of the appropriate fee, an inspection will be scheduled. Rental dwelling licenses expire on May 31st each year. A license renewal and fee payment is still required on an annual basis even if an inspection is not required for that year.

Inspections:

All rental properties must be inspected at least once every three (3) years, or more often, if the number of violations exceed the requirements. The future fees will be based on the rental housing inspection report(s) from the previous inspection. A letter requesting an inspection be scheduled will be sent to the owner and the tenant. Two (2) requests will be sent. Failure to have an inspection and/or reinspection(s) will cause a court adjudication to be sent to the owner for payment of fines and penalties.

That rental license fee covers the cost of one (1) inspection and one (1) reinspection. Any properties that require more than two (2) inspections will be charged appropriately (see reinspection fees above).

Closing, Cancelling or Transferring of Ownership of a Rental License:

If at anytime you choose to sell or no longer rent your property, a letter and/or MLS listing must be submitted to the Community Development Department. Written notice shall be given to the Community Development Department within five (5) days after having transferred or otherwise disposed of legal control of any licensed rental dwelling.

Rental Dwelling Program Coordinator:

If you need to update contact information, open or close a rental license or have any questions or concerns, please contact Katie Romack by telephone at 847-506-6030 or by email at romackk@cityrm.org.

This list is some of the items the inspectors will be looking at when they are conducting an inspection. It is offered for review so you may conduct a self-inspection. While a list of this type cannot address every situation or circumstance, it does offer general items to be inspected.

Common Exterior Violations

- Paint peeling from surfaces needing protection
- Loose and missing roof shingles, roof leaks
- Missing or deteriorated siding
- Sheds or fences in disrepair
- Gutters rusted or hanging loose
- Vacant, open buildings
- Street number not displayed
- Overgrowth of weeds or grass on vacant or developed lots (including easements)
- Dead or diseased tree hazards
- Inoperative vehicles on private property
- Violations involving storage or disposal of refuse
- Illegal dumping
- Accumulations of trash and junk

Common Interior Violations

- Malfunctioning gas appliances
- Inoperative or leaking plumbing
- Flexible gas and water lines
- Electrical hazards
- Inoperative heating systems
- Smoke and carbon monoxide detectors missing or inoperative
- Damage from leaking roofs
- Pest infestation
- Poor sanitation
- Overcrowding
- Unlabeled electrical panels, GFI outlets in kitchen and bathrooms

** Smoke detectors are required inside of each bedroom and in the immediate vicinity of bedroom areas and on each level.*

*** Carbon monoxide detectors are required in the immediate vicinity of the bedroom areas and on each level.*

CHAPTER 123: - RENTAL LICENSE, ASSOCIATION LICENSE, AND VACANT BUILDING REGISTRATION
Section

§ 123.01 - DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

ABANDONED BUILDING: A property that is vacant and is under a current notice of default and/or notice of trustee's sale, pending tax assessor's lien sale and/or properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary of a deed of trust involved in the foreclosure and any properties transferred under a deed in lien of foreclosure/sale.

ASSOCIATION LICENSE: A license required for homeowners' associations that control and/or maintain common areas and/or common property and any portion of the property, building, or structure to another person, business, corporation, or entity for any fixed period of time shall be deemed to be engaged in the business of renting property.

EVIDENCE OF VACANCY: Any conditions that on its own or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, flyers and/or mail, past due utility notices and/or disconnected utilities, accumulation of junk and/or debris.

PROPERTY: Any unimproved or improved real property or portion thereof, situated in the Village of Schaumburg and includes the buildings or structures located on the property regardless of condition.

RENTAL LICENSE: A license required for any owner of a building, structure, dwelling or dwelling unit who rents, leases, or controls any portion of the property, building, or structure to another person, business, corporation, or entity for any fixed period of time.

UNOCCUPIED BUILDING: A building or portion thereof which lacks the habitual presence of human beings who have legal right to be on the premises.

VACANT BUILDING: A building or structure that is unoccupied or not legally occupied or is abandoned for more than forty five (45) days, but does not include unoccupied buildings or structures which may be undergoing construction or rehabilitation and have a current building permit.

(Ord. 09-071, passed 6-23-2009)

§ 123.02 - RENTAL LICENSE REQUIRED.

(A) License Required: No person shall engage in the business of renting without having obtained a license.

- (1) Residential Property: It shall be unlawful to rent a residential dwelling or dwelling unit without first obtaining a rental license issued by the department of finance for the specific location.
- (2) Nonresidential Property: It shall be unlawful to rent a nonresidential building or structure without first obtaining a rental license issued by the department of finance for the specific

location.

- (3) Rooming House: It shall be unlawful to operate a rooming house or occupy any rooming unit in any rooming house without first obtaining a rental license issued by the department of finance for the specific location. This licensing requirement shall not apply to group homes governed by 405 Illinois Compiled Statutes 35/1 et seq., as amended, specialized living centers act, dealing with the developmentally disabled, or other similar uses governed by state or federal laws, rules or regulations.
- (B) Application: Application for a license hereunder shall be made in writing and shall be processed in accordance with chapter 110 of this title and shall submit the following information in an application provided by the village:
 - (1) Name, address, and home and business telephone numbers of the owner of the property and, if property is held in trust, the name, address, home and business telephone numbers of the beneficiaries and the percentages of ownership of all the beneficiaries of the trust, appropriate corporate or partnership information. The name, address, and phone number of the management company and agent representing an association shall be provided.
 - (2) Name, address (no P.O. boxes), business, and home telephone numbers of the owner or agent to be contacted when potential violations of municipal ordinances occur.
 - (3) Telephone number of the owner or agent to be contacted when an emergency exists.
 - (4) An acknowledgment that the agent or owner shall be reasonably accessible to the village and have a telephone number which shall be available to the village at any time. The owner or agent shall have a local office available for contact in Illinois.
 - (5) In the event any of the information requested should change, it shall be the obligation of the owner to notify the village in writing within ten (10) days of the change.
 - (6) No license shall be issued or renewed unless the owner, condominium, townhouse, or homeowners' association, or operator agrees in their application to inspection pursuant to this chapter as the village manager may require to determine whether the location in connection with which such license is sought is in compliance with the applicable provisions of this chapter and with the applicable rules and regulations pursuant thereto.
- (C) License Fee: The cost of a license shall be as set forth in section 41.01 of this code.
- (D) Crime Free Housing Seminar Required For Residential Property Owners: All persons applying for a rental license for residential property shall have successfully completed a mandatory crime free housing seminar, administered by the Schaumburg police department, prior to issuance of the license. The seminar may be attended after an application has been submitted. The license will be issued after successful completion of the seminar.
- (E) Rooming Houses: A rooming house shall comply with other conditions of this code dealing with rooming houses. The license must be displayed in a conspicuous place within the rooming house at all times.
- (F) Inspections: The village manager may require inspections to determine whether the location in connection with which such license is in compliance with the applicable provisions of this chapter and with the applicable rules and regulations pursuant thereto. After inspection, no such license shall be issued unless the location is found to meet all applicable requirements of this chapter and

applicable rules and regulations pursuant thereto.

Locations that change ownership may be required to be inspected before a new license can be issued. After inspection, no such license shall be issued unless the location is found to meet all applicable requirements of this chapter and applicable rules and regulations pursuant thereto.

- (1) Whenever, upon inspection of the location, the director of community development or designee finds that conditions or practices exist which are in violation of the provisions of this chapter or of any applicable rules and regulations pursuant thereto, the owner shall be served with notice of such violation in the manner hereinafter provided. Such notice shall state that unless the violations cited are corrected within reasonable time, the license may be suspended.
- (2) At the end of the time allowed for correction of any violation cited, the director of community development or designee shall reinspect the location, and if the reinspection reveals that such conditions have not been corrected, a request to the village manager to suspend the license may be made.
- (3) Any person whose license has been recommended for suspension shall be entitled to an appeal to the village manager in the manner provided by this title. Any written request for appeal shall be filed with the village manager within fifteen (15) days following the issuance of the notice.
- (4) If, upon reinspection, the director of community development or designee finds that the location in connection with which the notice was issued is now in compliance with this chapter and with the applicable rules and regulations issued pursuant thereto, a recommendation of the reinstatement of the license may be made to the village manager.
- (5) When the director of community development or designee determines after an initial inspection that additional follow up inspections are necessary for enforcement of this chapter, two (2) additional follow up inspections for noncompliance shall be granted each license holder without charge. In the event more than two (2) follow up inspections are needed, the license holder shall be assessed a noncompliance inspection service charge as established in section 41.01 of this code, per division/inspection type required to make the reinspection. Payments must be made in full prior to the license being renewed. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the village.

(Ord. 09-071, passed 6-23-2009)

§ 123.03 - ASSOCIATION LICENSE REQUIRED.

- (A) Residential Association Required To Obtain An Association License: It shall be unlawful for a condominium, townhouse, or homeowners' association to operate within the village without first obtaining an association license issued by the department of finance for the specific location.
- (B) Submit A List Of Rental Dwelling Units Annually: A current list of individual rental dwelling unit owners within the property shall be provided annually to the department of finance by the association. The list shall include the address of each rental dwelling unit and the name and address of the owner or person in control of each rental dwelling unit.

- (C) Requirements: Residential associations shall comply with all requirements of subsections 123.02 (B), (C), and (F) of this chapter.

(Ord. 09-071, passed 6-23-2009)

§ 123.04 - VACANT BUILDING REGISTRATION REQUIRED.

- (A) Registration: All vacant buildings and abandoned buildings shall be registered with the Village of Schaumburg finance department water billing division. The registration shall contain the owner's name and in the case of a corporation or out of area beneficiary/trustee, the local agent responsible for the security, maintenance, and marketing for the property.

Properties subject to this chapter shall remain under registration, security, and maintenance standards of this section as long as they remain vacant. Any person, firm, or corporation that has registered a property under this chapter must report any changes of registration within ten (10) days of the change.

- (1) The owner of a building who knows, or from all the facts and circumstance should know, that his or her building is or has become a vacant building after the effective date hereof shall take action to have the building registered with the village within fifteen (15) days.
 - (2) Owners of vacant buildings and mortgage lenders who acquire title to unoccupied buildings shall be required to register same with the village within fifteen (15) days after either the date of notice from the village or occurrence of the facts which would cause a reasonable person to believe the building was a vacant building. The obligation to register buildings shall extend to mortgage lenders that have obtained title to unoccupied buildings through a mortgage foreclosure action.
- (B) Maintenance: The property owner or their designee shall perform inspections of the property and maintain the property and all structures in conformance with all applicable requirements of this chapter and applicable rules and restrictions pursuant thereto including, but not limited to, the following items:
- (1) Interior: All interior structures shall be maintained in a clean, safe, secure, and sanitary condition. Special attention shall be made to the utilities and if applicable, sump pumps and other related devices shall be kept operational. Winterizing the structures shall be completed as necessary.
 - (2) Exterior: All exterior structures and property shall be maintained and be kept free of items that give the appearance that the property is abandoned, including items that are considered evidence of vacancy.
 - (3) Address: Numeric address numbers shall be posted on the structure and shall be in compliance with title 9, chapter 93 of this code.
 - (4) Pools And Spas: Swimming pools and spas shall be maintained in a clean and sanitary condition and in good repair at all times. No pool or spa shall become a mosquito breeding area. Pools and spas shall be maintained completely void of water or shall be completely covered with a well maintained tightfitting cover to avoid water retention. The disposal or discharge of pool wastewater must be accomplished in such a way that nuisance or damage to other property is avoided. Properties with pools or spas must comply with the minimum

security fencing requirements and title 9, chapters 100 and 102 of this code.

- (C) Security And Monitoring Of The Property: The owner shall properly secure and monitor the property. When access to or within a structure is restricted because of secured openings, a key box may be required as determined by the village fire code official. When required, the key box shall be in compliance with title 15, chapter 153 of this code.
- (D) Obligations Of Owners: Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.

(Ord. 09-071, passed 6-23-2009)

Wheeling

4.84.010

Chapter 4.84

RENTAL RESIDENTIAL PROPERTY

Sections:

4.84.010	Purpose.
4.84.020	Provisions of inspection rights and penalties.
4.84.030	Definitions.
4.84.040	License required.
4.84.050	License application and requirements.
4.84.060	Inspection requirements—Temporary certificate—License issuance or denial.
4.84.070	Enforcement.
4.84.080	Violations.
4.84.090	License—Suspension and revocation.
4.84.100	Owner responsibility.
4.84.110	Leases and rental agreements.
4.84.120	Inspection access.
4.84.130	Penalty for violation.
4.84.140	Effective date.

4.84.010 Purpose.

The purpose of this Chapter is to provide for the licensing and inspection of rental residential property so as to protect the public health, safety, and welfare of the people of the village including:

(a) To protect the public health and safety by ensuring rental units comply with minimum housing standards of village ordinances.

(b) To protect the character and stability of residential areas.

(c) To correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well being of persons occupying dwellings.

(d) To prevent the overcrowding of dwellings by requiring compliance with minimum space standards per occupant for each dwelling unit.

(e) To facilitate the enforcement of minimum standards for the maintenance of existing residential buildings and thus to prevent slums and blight.

(f) To preserve the value of land and buildings throughout the village. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

(Wheeling Supp. No. 1.1)

4.84.020 Provisions of inspection rights and penalties.

This Chapter shall not be construed as to restrict the right of this village to inspect any property nor to seek penalties for violations of other provisions of this Code. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.030 Definitions.

(a) "Code official" means the director of community development or his designee.

(b) "Conditional license" means a limited approval of the premises for a period of up to six months when a property cannot fully comply with all the applicable requirements of the village of Wheeling due to special circumstances (e.g., weather conditions, unavailability of require materials or services, or other circumstances approved by the code official).

(c) "Multiple-family rental residential property" means rental residential property with two or more dwelling units.

(d) "Owner's family" means the owner's parents, siblings or children whether natural or by adoption.

(e) "Premises" means a lot, plot or parcel of land including the interior and exterior of any structures thereon.

(f) "Property agent" means a person, operator, firm, partnership, corporation, or other legal entity designated in writing by the property owner to the code official to manage a rental residential property including the authority to receive notices of citations.

(g) "Rental residential property" means residential structures or dwelling units let or intended to be let for rent or lease including single-family detached structures.

(h) "Routine maintenance" means the scope of daily, weekly, monthly or annual maintenance required to keep a dwelling unit and/or building in a sanitary condition, free from damage or defects. Any remodeling, alteration or repair work involving structural, mechanical, electrical, plumbing, fire protection equipment requiring permits from the building division shall be considered to exceed the scope of routine maintenance.

(i) "Tenant" means an occupant of rental residential property.

(j) Words or phrases as used in this chapter and not herein defined shall be defined as provided by the village of Wheeling's current property maintenance code, and current building code. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

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made to the units in a licensed property unless all zoning and building code requirements have been met.

(f) A copy of the record of tenant names required under Section 4.84.100(a) shall be kept on file by the property owner and/or property agent and made available upon request to the code official or his designee.

(g) For each application for a new license or a renewal of an existing license for a rental residential property that is a unit or dwelling place within a multi-unit condominium, townhome development or other similar collective ownership arrangement, the applicant must verify on the application or license renewal form that the rental or lease of the unit or dwelling does not violate or is otherwise in conformance with any rental or lease restriction and/or limitation established by the condominium and/or homeowners' association or any other applicable covenant, restriction, rule or regulation to which the unit or dwelling is subject. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008; Ord. No. 4407, § 2, 3-23-2009)

4.84.060 Inspection requirements—Temporary certificate—License issuance or denial.

(a) Upon submission of a completed application for a license or license renewal for any rental residential property and the payment of all required fees, an inspection of the rental residential property shall be scheduled by the applicant with the code official within two weeks.

(b) Upon receipt of a completed application for a license or license renewal for any rental residential property including the payment of all required fees and the scheduling of a required licensing inspection, the code official shall issue a temporary certificate indicating that a license has been duly applied for, and that such license shall be issued or denied after the property has been inspected for compliance with applicable village codes. A temporary certificate, as issued, shall authorize continued occupancy of the rental residential property pending the issuance or denial of the applied for license. The temporary certificate shall be valid until the scheduled date of the licensing inspection, and following the licensing inspection until the date of reinspection issued by the code official.

(c) A licensing inspection of rental residential property shall include the premises and, in the case of multifamily rental residential property, a percentage of the

individual dwelling units with a minimum of at least one dwelling unit. The code official or his designee shall determine which dwelling units are to be inspected.

(d) When a licensing inspection of a rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the code official. In establishing a compliance time frame, the code official shall determine the reasonable minimal time necessary to correct the violations based upon the number and severity of the violations. The code official shall provide notice by personal service or send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent license application. Said notice shall include the following:

(1) Description of the property sufficient for identification;

(2) A statement listing the violations of applicable codes;

(3) A statement of the date upon which the licensing reinspection will occur; and

(4) An explanation that if upon completion of the licensing reinspection the requirements of applicable village codes have not been met, then a written denial of the license and a revocation of the temporary certificate may be issued.

(e) A licensing reinspection shall be conducted at the end of the compliance time frame. Upon completion of the licensing reinspection of the rental residential property, the code official shall:

(1) Approve the license if the rental residential property meets the requirements of applicable village codes; or

(2) Approve a conditional license if the property cannot be fully licensed due to special circumstances; or

(3) Issue a written denial of the license and revoke the temporary certificate if the requirements of village codes have not been met. The written denial shall specify the defect(s) that remain and shall be transmitted by regular U.S. mail to the applicant.

(f) A conditional license may be issued for a term not exceeding six months to those rental properties which cannot be fully licensed due to special circumstances, (e.g., weather conditions, unavailability of required materials or services, or other circumstances approved by the code official). Any property which has

4.84.060

not meet the requirements of the applicable village codes by the end of the conditional licensing term shall be considered unlicensed.

(g) The term of any original license or subsequent renewal of that license for a rental residential property shall be granted for a three-, two- or one-year period under the following circumstances:

(1) A rental residential property which is in total compliance at the time of the licensing inspection shall receive a three-year license at no additional charge and with no additional inspections being required.

(2) A rental residential property which has only routine maintenance deficiencies noted on the licensing inspection report and which is brought into full compliance by the reinspection date (thirty days) shall receive a two-year license at no additional charge and with no additional inspections being required.

(3) A rental residential property for which more than routine maintenance work is required or for which multiple reinspections are performed shall receive a one-year license upon achieving compliance.

4.84.090

(h) If during a licensing inspection any dwelling unit is determined to be unfit for occupancy as specified in the village's property maintenance code, an additional twenty percent of the dwelling units in the subject rental residential property will be inspected. If similar violations are observed in the additional dwelling units, the entire rental residential property will be subject to inspection. Each additional dwelling unit inspected shall be subject to the dwelling unit fee as set forth in Section 4.84.050(e) of this Chapter. Any unit found unfit for occupancy shall be subject to the enforcement procedures contained in the village's property maintenance code.

(i) The number of dwelling units to be inspected per licensed building shall be calculated using the following table:

Number of Dwelling Units on Property	Number of Dwelling Units to be Inspected
1—5	1
6—10	2
11—20	3
21—30	4
31—40	5
41—50	6
51—60	7

Properties having in excess of sixty units shall have the number of dwelling units to be inspected calculated at ten percent of the total number of dwelling units plus two additional dwelling units. The dwelling units to be inspected shall be selected by the code official.

(j) All additional inspections made necessary because of cited violations not being corrected at the time of the initial license reinspection shall be subject to a fee of fifty dollars per inspection/per inspector, except that a single additional reinspection will be conducted at the end of the conditional license term without added fees for the purpose of determining compliance. The conditional license and the full rental residential license shall not be issued and the property shall not be considered properly licensed until all reinspection fees are paid.

(k) Applications for license renewals shall be made in the same manner as for new applications except that such applications shall state thereon such fact. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.070 Enforcement.

It shall be the duty of the department of community development to enforce the provisions of this chapter

as authorized by the Wheeling Municipal Code and the current property maintenance code as adopted and amended from time to time by the village of Wheeling. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.080 Violations.

The following shall constitute violations of this Chapter:

(a) Failure of the owner or owners of the rental residential property to license such property with the village of Wheeling.

(b) Failure of the occupants of the rental residential property to vacate such property within sixty days after receiving notice from the code official that such property is not properly licensed or that the license or temporary certificate has been revoked.

(c) Failure of the owner or owners of the rental property to vacate all tenants from said property within sixty days after the license or temporary certificate has been revoked.

(d) Failure of the owner or owners of the rental property to maintain the structure and premises in compliance with applicable building, property maintenance and zoning ordinances.

(e) Any person other than one authorized by the code official who removes or defaces any notices which have been posted pursuant to this Chapter shall be liable for the penalties provided for by this Chapter. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.090 License—Suspension and revocation.

(a) A license may be suspended when any violation of applicable village codes has been identified by the department of community development and the property owner has been properly notified of the violation and given a reasonable period of time in which to correct the violation, but has failed to do so. A license may also be suspended when any information provided in the license application is determined by the code official to be false.

(b) When an inspection of a licensed rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the code official using the standard as set forth in Section 4.84.060(d). The code official shall provide notice by personal service or send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent license application. Said notice shall include the following:

(1) Description of the property sufficient for identification;

4.84.090

(2) A statement listing the violation(s) of applicable codes;

(3) A statement indicating the date upon which a reinspection will occur; and

(4) An explanation that if upon completion of the reinspection the requirements of applicable village codes have not been met, then the license for the rental residential property will be suspended.

(c) A reinspection will be conducted at the end of the compliance time frame. If the code official finds that the requirements of applicable village codes have not been met upon the completion of such reinspection, then the license for the rental residential property shall be suspended.

(d) When a license is suspended, the code official shall send notice to the property owner or the listed property agent at the last address provided on the most recent license application. Said notice shall be sent by certified mail, return receipt requested. The notice shall include the following:

(1) Description of the property sufficient for identification;

(2) A statement of the reasons for the suspension;

(3) An explanation of the property owners' right to appeal the suspension;

(4) If the property owner changes his address or changes property agents and fails to notify the department of community development, such notice shall be sufficient if sent by certified mail to the owner or his property agent's last address provided on the last license application.

(e) A property owner whose license has been suspended may request a reinspection prior to revocation. If, upon reinspection, the department of community development finds that the licensed property in connection with which the notice was issued is now in compliance with this chapter, then the code official may reinstate the license. The request for a reinspection shall not stay the revocation of the license unless the code official grants such request pursuant to a showing of good cause by the property owner.

(f) Any person whose license has been suspended shall be entitled to appeal the suspension to the village board by filing a petition within twenty days after the date of suspension. The code official shall transmit to the village board copies of all records and notices upon which the suspension is based. A hearing shall be scheduled as soon as practical upon receipt of a timely petition. The village board in considering any such petition may immediately revoke the license, continue

the suspension to a definite compliance date with revocation being the penalty for noncompliance, or dismiss the charges and reinstate the license.

(g) A license may be revoked when a petition for appeal has not been filed within twenty days following the date of issuance of an order of suspension, or, if the suspension is sustained after appeal. A license may also be revoked when in the opinion of the code official emergency conditions exist in a rental residential property that require the immediate vacating of a structure as specified in the village's property maintenance code.

(h) A license which has been properly revoked as herein provided shall not be reinstated. The property owner may, however, obtain a new license after all violations have been corrected and by following the procedures for obtaining a new license and payment of appropriate fee as set forth in this Chapter.

(i) If a license is revoked without having the opportunity of a suspension hearing, the property owner has the right to appeal that revocation. Said appeal shall conform to subsection (f) of this section. Such an appeal shall operate as a stay of the revocation until such time as the village board renders its decision on the appeal.

(j) Whenever a temporary certificate or a license is revoked, the code official shall send notice to the property owner or the listed property agent at the last address provided on the most recent license application. Said notice shall be sent by certified mail, return receipt requested. The code official shall also notify all tenants of the rental residential property by posting a notice on all entrances to the rental residential structure. The notice to the tenants shall include the following:

(1) You are hereby notified that the temporary certificate or license for this structure has been revoked pursuant to this Chapter of the Wheeling Municipal Code.

(2) You must vacate this structure within sixty days of the date of this notice.

(3) If you fail to vacate this structure, you will be in violation of Chapter 4.84 of the Wheeling Municipal Code and subject to a minimum fine of fifty dollars and a maximum fine of five hundred dollars for each day you are in violation.

(k) Whenever an owner or property agent of a rental property fails to license said property with the department of community development, the code official shall notify all tenants of the rental property by posting a notice on all entrances to the rental property indicating the following:

(1) You are hereby notified that the owner or agent of this rental structure has failed to license this rental property with the village of Wheeling in violation of Chapter 4.84 of the Wheeling Municipal Code.

4.84.140

(2) You must vacate this structure within sixty days of this notice.

(3) If you fail to vacate this structure, you will be subject to a minimum fine of fifty dollars and a maximum fine of five hundred dollars for each day you are in violation. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.100 Owner responsibility.

(a) The owner of a rental residential property shall maintain a record for each property with the full legal names of every tenant in each dwelling unit.

(b) The owner or property agent of a rental residential property shall provide each tenant with the name and telephone number of a responsible person who, in emergency situations, will be available on a twenty-four-hour basis and who has the authority to make repairs as needed.

(c) The owner of a rental residential property shall inform each tenant in writing, prior to occupancy, of the maximum number of persons allowable by the occupancy standards of the village property maintenance code as amended. This number shall be determined by the code official. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.110 Leases and rental agreements.

(a) All rental agreements, leases, and renewal agreements shall be in writing, signed by the tenant.

(b) Except as provided herein, this chapter is not intended to affect the rights and obligations of the parties to a lease or rental agreement for a rental residential property. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.120 Inspection access.

(a) Prior to an inspection, the lessee/occupant must sign a consent form authorizing the village of Wheeling to conduct an inspection and if required, reinspections to ensure compliance with Chapter 4.84 of the Wheeling Municipal Code.

(b) If any owner, property agent, occupant or other person in control of a rental residential property or a dwelling unit contained therein fails or refuses to consent to free access and entry to the property or dwelling unit under his control for any inspection pursuant to this chapter, the code official or his designee may apply to the circuit court for a search warrant or other appropriate

private court order authorizing such inspections. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.130 Penalty for violation.

Any person, firm or corporation violating any of the provisions of this Chapter, in addition to other legal and equitable remedies available to the village, shall upon conviction thereof be subject to a fine of not less than fifty dollars nor more than five hundred dollars. Each day during which a violation of this Chapter continues or is permitted to exist shall be considered a separate and distinct offense. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.140 Effective date.

The provisions of this Chapter shall be in full force and effect from and after the date of adoption. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)



Item: Housing Commission Budget for Fiscal Year 2016

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Budget Form	Exhibits
Application	Exhibits



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

July 27, 2015

Mr. Mark Hellner, Chair
Housing Commission
357 S. Belmont Avenue
Arlington Heights, IL 60005

RECEIVED

JUL 27 2015

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Dear Mr. Hellner:

The Village has begun budget preparation for the **Fiscal Year 2016** (January 1, 2016 – December 31, 2016), and we request your Board or Commission's participation.

Budgeting is an important public policy process. The demand for services competes for limited resources available. The prioritization and allocation of funds is the overall responsibility of the Village Board assisted by the recommendations of the Village Manager and the input received from the Village's Boards and Commissions, as well as the citizens of Arlington Heights.

Your General Fund budget ceiling for the Fiscal Year 2016 is \$16,000. This means that you should make every effort to submit a budget at or below this amount.

The following are enclosed for your use in preparing your budget submissions:

1. Form for summarizing your budget request;
2. Detailed Budget Report with your 8 Month Period Ending December 31, 2015 budget for your reference;
3. Budget Calendar outlining the process for preparing, reviewing and adopting the FY2016 budget.

Your budget submission is due no later than **Monday, August 31, 2015**. As always, staff liaisons stand ready to assist you. If you have any questions or should circumstances be such that your Board or Commission needs additional time, please call Budget Coordinator Denise Ruda at 847-368-5502 or email her at druda@vah.com. Your participation in this important process is appreciated.

Sincerely,

Randall R. Recklaus
Village Manager

c: Nora Boyer, Administrative Contact
c: Denise Ruda, Budget Coordinator

VILLAGE OF ARLINGTON HEIGHTS

BOARDS & COMMISSIONS 2016 BUDGET REQUESTS

Name of Board or Commission: HOUSING COMMISSION

Chair: MARK HELLNER

	2014-15 Actual	8 Month Period Ending Dec. 2015 Adopted Budget	8 Month Period Ending Dec. 2015 Estimated Actual	2016 Proposed Budget	Accounts
CONTRACTUAL SERVICES:					
Postage	\$2	\$100			101-1011-502.22-05
Photocopying	27	100			101-1011-502.22-15
COMMODITIES:					
Publications (subscription to on-line foreclosure data service)	575	600			101-1011-502.30-01
OTHER CHARGES:					
Rental Housing Assistance Program Grant	14,500	9,800			101-1011-502.40-05
TOTAL EXPENDITURES	<u>\$15,104</u>	<u>\$10,600</u>			

**VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

GRANT PROPOSAL FORM

COVER SHEET

Name of Applicant: Northwest Compass, Inc.

Address: 1300 W. Northwest Highway, Mount Prospect, IL 60056

Contact Person/Title: LeRoy Messenger, Chief Executive Officer

Telephone Number: 847-392-2344 Ext. 248

Fax Number: 847-637-2525

Email Address: lmessenger@northwestcompass.org

Program Description

Name of Program: Rent and Housing Assistance Program (RHAP)

Program Description: Northwest Compass' mission is to enhance our community by providing emergency services, education, and empowerment which foster personal responsibility for those who are vulnerable or in crisis. We believe that through our mission we can turn a client's crisis into an opportunity. The Rent and Housing Assistance Program is a way the organization delivers on the social mission. Through the Program, clients are provided solution-focused case management, housing counseling and education, money management planning, and direct client assistance. This Program provides clients with financial assistance if they are in a temporary hardship and have proof of future sustainability.

Amount of CDBG Funds Requested from Arlington Heights for CY 2016 (January 1, 2016 – December 31, 2016): \$19,000

PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROGRAM NARRATIVE

1. The Rent and Housing Assistance Program ("Program") provides solution-focused case management, housing counseling and education, money management planning, and direct client assistance (financial). The Program assists those clients with financial assistance if they are in a temporary hardship and have proof of future sustainability. The Program works with clients to stabilize their current housing situation when facing a crisis. Many families face unexpected burdens that put their housing in jeopardy. Having to make a choice between paying rent or paying for a car repair to get to work, waiting to receive unemployment, registration for a child's school, etc., can be devastating. The Program helps participants to not have to make such a difficult choice.

Northwest Compass receives a large amount of calls and walk-in's from clients struggling to stay in their homes. In the Northwest Suburbs, using the conventional financial rule for affordability of housing, a single individual needs to make \$19.23 per hour to afford an apartment with rent of \$1000 per month, and be able to afford transportation and all other costs associated with sustainability. Unfortunately, due to the consequences of the recession of 2008, the costs of housing in the Northwest Suburbs have risen disproportionately to a family's income. Wages have not increased anywhere near the level of increase in apartment rents, with two-bedroom units now being priced in the range of \$1200 and above. Just one hardship can leave a family homeless and on the streets. Safe housing is considered essential to family stability. If a family unit has a place to call 'home', it is believed most other events that can cause a temporary hardship have a greater chance to be solved.

To be eligible for the Program, participants must be residents of the Village of Arlington Heights, be within CDBG income limits, have a documented temporary hardship, and be able to prove future sustainability. Participants must be willing to engage in solution-focused case management with a program specialist, provide proper documentation, and participate in the money management education program provided by Northwest Compass.

During the first meeting with a client, the program specialist provides solution-focused case management. a brief, therapeutic intervention where a client focuses on the future to identify positive direction for changes in their life. In the meeting, the program specialist also screens the client for eligibility of mainstream public benefits, other external services, and internal programs offered by Northwest Compass which include: career coaching, child care assistance, energy assistance, enrollment in health insurance, food assistance, transitional living, women, infants & children (WIC), and seasonal programs & services.

Rent assistance is provided to clients who adhere to Program requirements. Payment to a landlord is issued after successful completion of meetings with a program specialist. Northwest Compass is able to assist clients with one month's past due rent, or first month's rent. The maximum amount of assistance per household, from the funds provided by the current Village of Arlington Heights RHAP grant, is limited to \$1200, with Northwest Compass providing matching funds of \$514, or a similar ratio if the amount of the need is less. Sixty days after the check is issued, Northwest Compass attempts to contact the client to determine if the client's life circumstance has stabilized, and if they have increased their confidence toward overcoming future vulnerabilities. If needed, the Northwest Compass program specialist works with the client to re-evaluate their situation, adjust goals and objectives, and further assists them in locating sustainable resources to ensure their self-reliance.

2. With an approved 2016 grant request of \$19,000, Northwest Compass would expect to serve 15 low to moderate income households residing in the Village of Arlington Heights. This request would provide direct client assistance of \$17,100 for 15 households, and allow an administrative fee of \$1900, to cover our services in meeting with individuals for such assistance, and the time necessary to prepare all reports required by this grant.
3. For the grant year May 1, 2014 – April 30, 2015, Northwest Compass provided financial assistance to 18 low to moderate income households representing 38 members. In this same time period, 70 households, representing 167 members, were provided counseling and education, including money management training and, in many instances, employment counseling. On a preliminary basis, for the current grant period ending December 31, 2015, Northwest Compass has served 3 households (19 members) with financial assistance.
4. The Rent and Housing Assistance Program is consistent with the Village's Consolidated Plan Objectives and conforms to the requirements of CDBG. Without funding from the Village of Arlington Heights, Northwest Compass would likely be able to provide direct financial assistance to only a few Village residents, since, similar to the requirements of the Village, the majority of the organization's funds for direct financial assistance for housing are restricted to serving the residents of the community which is providing the funding. However, our Program would continue to provide counseling and education services to all residents of the Village of Arlington Heights who would come to Northwest Compass for assistance. While there are other organizations in the northwest suburbs of Chicago that provide rent assistance to at-risk families in the Village, we believe they have rigid guidelines that limit their ability to serve many families.
5. N/A

Northwest Compass, Inc.
FY16 BUDGET
Rent and Housing Assistance Program

Revenue

Village of Arlington Heights		\$19,000
Wheeling Township		\$18,000
Village of Schaumburg		\$12,700
Village of Palatine		\$3,500
City of Des Plaines		\$5,600
Village of Mt. Prospect		\$13,000
HUD (ESG)		\$32,000
HUD (EFSP)		\$22,000

Revenue		\$125,800
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Expenses

Client Assistance:

Village of Arlington Heights	\$17,100	
All other locations	\$49,630	\$66,730

Program Delivery Costs:

Village of Arlington Heights	\$1,900	
All other locations	\$57,170	\$59,070

Expenses		\$125,800
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NET SURPLUS/(DEFICIT)		\$0
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NORTHWEST COMPASS, INC.
OPERATING BUDGET
FISCAL YEAR 7/1/2015 TO 6/30/2016

	<u>FY16</u> <u>Budget</u>
REVENUE	
TOWNSHIPS	\$126,100
MUNICIPALITIES	\$84,520
UNITED WAY	\$50,000
RENTS - APARTMENTS	\$140,000
RENT - OFFICE	\$7,500
FEES & CHARGES	\$4,500
HOUSING COUNSELING SERVICES	\$25,000
FEES FOR ENERGY SERVICES	\$50,000
UNRESTRICTED CONTRIBUTIONS	\$22,500
RESTRICTED CONTRIBUTIONS	\$22,500
NEW SOURCES OF CONTRIBUTIONS	\$50,000
GRANTS - GOVERNMENT	\$463,926
GRANTS - CORP / FOUNDATIONS	\$60,000
FUNDRAISING	\$20,000
IN-KIND DONATIONS (FOOD CONNECTION)	\$427,350
IN-KIND DONATIONS (MIFOUNDATION)	\$15,000
INTEREST AND DIVIDENDS	\$15,000
MISCELLANEOUS	\$0
GAIN / LOSS ON INVESTMENTS	\$0
TOTAL REVENUE	<u>\$1,583,896</u>
EXPENSES	
SALARIES / BENEFITS	\$692,862
CONTRACTED SERVICES	\$10,000
CLIENT SUPPORT	\$12,000
DIRECT CLIENT ASSISTANCE	\$135,000
FOOD CONNECTION PROGRAM	\$427,350
OFFICE EXPENSE	\$10,000
PROFESSIONAL FEES	\$1,000
BOARD OF DIRECTORS	\$500
EQUIPMENT PURCHASES	\$0
EQUIPMENT EXPENSE	\$2,500
OCCUPANCY	\$296,973
INTEREST EXPENSE	\$11,475
FUNDRAISING	\$1,000
VOLUNTEER ACTIVITIES	\$15,700
ADMINISTRATION	\$79,500
MISCELLANEOUS	\$8,500
TOTAL EXPENSES	<u>\$ 1,704,360</u>
NET SURPLUS (DEFICIT)	<u>(\$120,464)</u>
OTHER SOURCES (USES) OF FUNDS	
ADD BACK DEPRECIATION EXPENSE	\$90,000
WITHDRAWAL FROM IHDA RESERVES	\$5,000
CONTRIBUTIONS TO IHDA RESERVES	(\$2,000)
MORTGAGE PRINCIPAL PAYMENTS - OFFICE BLDG	(\$17,023)
MORTGAGE PRINCIPAL PAYMENTS - JEFFERSON	(\$1,200)
MORTGAGE PRINCIPAL PAYMENTS - WRIGHT HOUSE	(\$5,928)
CAPITAL EXPENDITURES	(\$10,000)
WITHDRAWAL FROM PROGRAM DEVEL. FUNDS	\$90,000
NET CHANGE IN WORKING CAPITAL	(\$28,268)
TOTAL OTHER SOURCES (USES) OF FUNDS	<u>\$120,581</u>
INCREASE (DECREASE) IN CASH	<u>\$117</u>