

City of Country Club Hills
Crime-Free Rental Housing FAQs

Q: When is the Residential Rental License Application due?

A: After an initial application is submitted, a renewal application must be submitted to City Hall annually between May 1st – May 31st.

Q: What is the cost of a rental license?

A: The fee for both an initial and renewal rental license is \$100 per residential unit. Group fees are required for owners / property management companies with 10 or more residential units.

Q: What is the difference between the Rental License and the Occupancy Permit?

A: A valid Rental License authorizes a property owner / manager to rent and manage the day to day operations of a residential unit in the City of Country Club Hills, which must be renewed annually. An Occupancy Permit identifies and authorizes the tenant(s) to move in and occupy the property. An Occupancy Permit must be applied for anytime a new tenant is ready to move into the property. A property cannot be rented or occupied without a valid Rental License and Occupancy Permit.

Q: I moved out and I'm allowing a family member/friend to reside in my property. Do I still need to comply with the Crime-Free Housing Ordinance?

A: Yes. If you (the property owner) are not residing in the residence, it is considered a rental property if occupied by others. This is true even if you are not collecting rent payments and/or do not have a written lease agreement. You are still required to obtain a Rental License and attend the Crime-Free Training Seminar.

Q: Can I allow my tenant(s) to move into the property before I complete the Crime-Free Housing Seminar?

A: No. All steps must be completed prior to your tenants occupying the residence.

Q: If I have attended the Crime-Free Rental Housing seminar in another town, will I be required to attend the Country Club Hills seminar as well?

A: If you have attended a seminar in another town within the last 12 months, you may be exempt from attending Country Club Hills' seminar with a few exceptions. You must (1) provide a copy of the lease addendum you will be using in Country Club Hills, (2) provide a signed letter from the police department in the town you attended the seminar, or provide a color copy of your certificate of completion to the Country Club Hills Police Department Crime-Free Housing Coordinator. The coordinator will determine if you will be exempt from attending the Country Club Hills seminar.

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Q: I already paid my license fee and completed an inspection of my property. Do I still need to attend the Crime-Free Rental Housing class?

A: Yes, you are still required to attend the seminar. All steps must be completed regardless of the order in which they were completed. You may register for the next scheduled seminar after the license application has been submitted.

Q: What if I live out of state or a significant distance from Country Club Hills, or I travel often and am unable to attend a seminar?

A: Per City ordinance, if you do not reside within a 30-mile radius of the City of Country Club Hills, it is required that you appoint an “agent / manager” for your property. The purpose of having an agent is so the City and Police Department may have a contact person in close proximity that can assist if there is an emergency on your property. The person appointed as an agent for your property must be listed on the rental application under the Property Management section. Co-owners and agents are equally liable for the property and any City litigation.

Per the Crime-Free Ordinance, if a property owner hires, changes, replaces or adds any person or persons to administer, manage or control the operation of a rental unit, the City shall be notified upon said change and that person or persons must attend the Crime-Free Housing Seminar within three (3) months of said change. Failure to do so shall result in the suspension or revocation of the Residential Rental License.

Q: What will I learn in the Crime-Free Rental Housing Seminar?

A: Seminar topics include:

- City of Country Club Hills Residential Rental Ordinance & Crime-Free Ordinance
- CPTED (Crime Prevention Through Environmental Design) Overview
- Crime Free Lease Addendum Review
- Community Rules/Guidelines
- Premises Liability
- Federal Fair Housing Guidelines
- Rental Application Process & Applicant Screening
- Active Property Management and Working With the Police
- Understanding Crime Prevention
- Dealing with Non-Compliance

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Q: What is the Crime-Free Lease Addendum and how do I get one?

A: A Crime Free Lease Addendum is a form that you are required to add to your existing lease (similar to a lease rider). This form will be signed by your resident when they renew their lease. A copy of the lease addendum you will be using needs to be provided to the Crime Free Coordinator. Sample lease addendums are provided on this site. You are welcome to adopt the sample addendum or you may have an attorney prepare one for you. If you choose to adopt the sample addendum, you may cut and paste it to your personal files and add your property information to it. Once you have completed your addendum, you should bring a copy to the Crime Free Coordinator.

Note: You are required to use the addendum with all your future leases.

Q: What if I do not comply with the Crime-Free Rental Housing Ordinance?

A: By not complying with the ordinance, you may subject yourself to being cited by the City and/or revocation/suspension of your rental license. If a citation is issued, you will be required to appear in court for an adjudication process and could be subject to fines. You will still be required to take the 4-hour Crime Free Housing seminar.

Q: When are the 4-hour Crime-Free Housing seminars held?

A: In an effort to provide the property owner and/or agent (manager) an opportunity to attend the seminar with the least amount of difficulty, we offer several classes throughout the year. A registration form listing the class dates can be found on our website under “Crime Free Housing.”

Q: How do I register for the Crime-Free Seminar?

A: Registration for the Crime-Free Training Seminar can be done in three ways:

- Complete the online registration form on the Police Department’s website. **(Recommended)**
- Call the Crime -Free Housing Coordinator
- Email the Crime-Free Housing Coordinator

For additional information, contact the Crime-Free Housing Coordinator

**Sergeant Anthony Prater
Country Club Hills Police Department
3700 W. 175th Place
Country Club Hills, IL 60478
708-798-3191
aprater@countryclubhills.org**