



**Village of Hanover Park**  
**Police Department**  
A CALEA Nationally Accredited Agency

Police Administration  
2011 Lake Street  
Hanover Park, IL 60133-4398

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**VILLAGE MANAGER**  
JULIANA A. MALLER

January 2017

Dear New Rental Unit Owner:

To help keep rental residential property maintained and enhance property values, the Village licenses all rental dwelling units in the Village. There are two required components to the licensing of rental property; passing an inspection of the property and attending a landlord training seminar. Attached is a brochure that provides a detailed description of the Village's rental inspection program including the inspection process and fees. A separate letter provides information concerning the Crime Free Multi-Housing program training seminar.

The Village has adopted the 2012 International Property Maintenance Code to protect the health and safety of tenants that is also more fully described in the attached brochure. On the reverse side of the included brochure is a list of important property maintenance regulations that will be a part of the inspection of your rental unit. **No unit may be occupied prior to the issuance of a license.**

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

1. If in person, the completed form and fee will be accepted at the **Code Enforcement Unit** counter at the Police Headquarters.
2. If by mail, the completed form and check for the fee should be mailed to:

Village of Hanover Park  
**Finance Department**  
2121 Lake Street  
Hanover Park, IL 60133

The Code Enforcement Unit of the Hanover Park Police Department would like to thank you in advance for your cooperation in maintaining your unit in compliance with the Village's Rental Residential Housing Code. If you have additional questions regarding inspections please contact Officer Carrillo at (630) 823-5562 or additional questions regarding the landlord training seminar please contact Crime Free Housing Coordinator Gary Fuchs at (630) 823-5568.

Sincerely,

Dan Hoffman  
Code Enforcement Unit Supervisor



TO BE FILLED OUT BY APPLICANT

**NEW**

**RENEWAL**

Renewal License # \_\_\_\_\_

# THE VILLAGE OF HANOVER PARK

## Single Unit Rental Residential Application and Emergency Contact Form

License Fee: \$100.00

\*Address of Building: \_\_\_\_\_

\*Number of Bedrooms: \_\_\_\_\_

Number of Occupants/Tenants: \_\_\_\_\_

### **Legal Owner Information:**

\*Name: \_\_\_\_\_

Address: **(No P.O. Box Numbers)** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**Please check one:**      Emergency Contact       Managing Agent

Name: \_\_\_\_\_

Address: **(No P.O. Box Numbers)** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

### **Tenant Information:**

Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

**Please complete and sign reverse side of this form**

## OWNER ATTESTATION

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

1. I have read and understand Chapter 82 Rental Residential Housing Codes of the Hanover Park Municipal Code. (Available at [hpil.org](http://hpil.org) or at the Hanover Park Village Hall.)
2. Except where indicated by (\*), information on this form is not subject to public release pursuant to the Freedom of Information Act.
3. Rental Residential Inspection Fees. Your license is not valid until all fees are paid.
  - a. \$100 for a two-year license. This includes the first inspection and the second inspection as long as that dwelling passes on the second inspection.
  - b. \$75 for a failed second inspection, **payable within 30 days.**
  - c. \$75 for a third or subsequent inspection, **payable prior to the inspection.**
  - d. \$25 will be charged with interest at 6% for failing to pay any inspection fee within 30 days of that inspection.
  - e. \$50 will be charged for failure to attend an inspection or for canceling a scheduled inspection with less than 24 hours' notice, **payable prior to the issuance of the license.** One rescheduling is allowed each license year if 24 hours' notice is given.
4. If there is no managing agent, service by regular mail upon the Owner at the address stated in this Application will be sufficient service for all purposes.
5. The information in this Application is true and correct.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**NOTE:**

On April 18, 2013, the Village Board of Hanover Park approved the Crime Free Multi-Housing Program. This program requires a landlord to attend an educational training seminar.

**Within the last year, have you attended a training seminar at Hanover Park or another jurisdiction?**

**Yes**    **No**

If yes, please attach a copy of your training certificate and lease addendum to this application.

# THE VILLAGE OF HANOVER PARK

## Rental Residential Inspection Program for Single-Family Dwellings

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

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

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

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

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

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

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

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

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

If you have any questions, you may contact Code Enforcement Officer Carrillo at (630) 823-5562.

# **THE VILLAGE OF HANOVER PARK**

## **Rental Residential Single-Family Regulations**

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

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

# **NOTICE TO LANDLORDS**

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

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

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

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

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

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



## Hanover Park Crime Free Multi-Housing Program Frequently Asked Questions



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CFMH Coordinator Gary Fuchs [gfuchs@hpil.org](mailto:gfuchs@hpil.org) or 630-823-5565

Sign up for Crime Free Seminar on our website:

<http://www.hpil.org/Services/Police/Crime-Free-Multi-Housing-Program.aspx>