



THE KEYS TO MANAGING A CHICAGO APARTMENT PROPERTY

-  **LEASES:** Residential “leases” in Chicago must contain certain disclosures before a tenant can legally enter into a rental agreement, including, but not limited to, a notice of any conditions affecting habitability, identification of owner and agent, security deposit receipt, and the Chicago Recycling Rules. Other necessary disclosures include heating costs and radon gas, bed bugs and lead-based paint forms. *The National Apartment Association's Click n' Lease Software includes these addendums and is the industry's most trusted lease.*
-  **FAIR HOUSING:** Chicago and Cook County Fair Housing Regulations prohibit housing discrimination based on race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, criminal history, or source of income. The Municipal Code of Chicago (5-8-02) applies to all owners and specifies that housing may not be refused, and no terms, conditions or privileges of a lease may be determined, based on the tenant's protected class.
-  **HEAT:** According to the Chicago Department of Buildings, from September 15 through June 1, the temperature inside a rental residence is required to be at least 68°F from 8:30 AM to 10:30 PM and at least 66°F from 10:30 PM to 8:30 AM. Landlords face fines of up to \$1,000 per day, per violation, for each day they do not supply adequate heat.
-  **SNOW REMOVAL:** Chicago law requires landlords to clear snow that falls between 7 a.m. until 7 p.m. by no later than 10 p.m. on that same day. If snow falls between 7 p.m. and 7 a.m. it must be cleared by 10 a.m. the next day. Apart from clearing snow for tenants, apartment buildings can face fines of \$250 to \$500 a day for failing to remove snow accumulation on the public sidewalk next to the property.
-  **RECYCLING:** Per ordinance, the City provides bi-weekly recycling collection to low-density households (single family homes & buildings with 4 dwelling units or less). The City does NOT provide recycling services to multi-dwelling buildings of 4 units or more (such property/building owners and managers must provide recycling services).
-  **EVICCTIONS:** The Forcible Entry and Detainer Act governs “evictions” in Illinois. A specific “notice of termination” describing the lease breach begins the forcible entry and detainer process. Only if a tenant fails to pay all duly owed rent, or fails to correct the material breach of the lease within the notice period, can an eviction be filed in the Cook County Circuit Court.
-  **PORCHES:** Per ordinance, all elements of porches and decks must be able to support 100 pounds per square foot live loading. The City has a number of resources available for owners/tenants to inspect their own porches. If you are a building owner, you can dial 3-1-1 to request a porch inspection at your property.
-  **CITY RESOURCES:** The Chicago Department of Housing (DOH) maintains a list of resources on its website, including specific resources for 2-4 unit owners, and can be emailed at DOH@cityofchicago.org (Phone: 312-744-4190). For information on development and inspections, visit The Chicago Department of Buildings (DOB) website or call 312-744-3449.

THE CHICAGOLAND APARTMENT ASSOCIATION IS A NON-PROFIT TRADE ASSOCIATION DEDICATED TO SERVING THE NEEDS OF LANDLORDS IN CHICAGO THROUGH TRAINING, EDUCATION, NETWORKING, AND ADVOCACY. FOR INFORMATION ON BECOMING A MEMBER VISIT WWW.CAAPTS.ORG

