

Crime Free Multi-Housing

**Refresher Course
Officer Patrick Murray**

Village Ordinance Review

- Any property being rented out as a dwelling is required to have a rental permit.
- An owner or agent of any rental property will be required to attend a Crime Free Seminar.
- Three years after attending the seminar the owner or agent will be required to take a refresher course. (requirement is based on your license expiration date and not the date of actual attendance at the first seminar).
- The adoption and use of the Crime Free Lease Addendum is required on all rentals (regardless if a lease is used).
- Violations of village ordinances can result in appearances at an adjudication hearing, revocation of a rental permit, fines, required evictions.

Round Lake Beach's Crime Free Program

- The village implemented the program in 2006.
- There are roughly 1900 rental units in Round Lake Beach



Why Crime Free??

- With the struggling economy many property owners are having difficulty selling their homes and are opting to rent them
- This means that first time rental owners with little experience in managing a rental property are needing assistance.

Does Crime Free Really mean “Crime Free”?

- No (nothing is ever guaranteed): The term “Crime Free” is a copyrighted term for the program and in no way indicates that there is “no crime.”
 - Those involved with the program work towards improving the safety of their rental property.
 - Owners and managers properly screen their residents to ensure good law abiding citizens live on their property.
 - Steps are taken to reduce the likelihood that a criminal will live on the property or that a crime will occur on the property. Further steps are taken to remove individuals that violate village ordinance.

Simple Steps to a Safe Rental

**Renew your
Rental license and
Complete the
Requirements.**

Educate yourself

**Safeguard your
investment**

**Ask for
Help**

**Know the
Village ordinances**

**Learn about
Federal
Fair Housing Laws**

**Get a free
Round Lake Beach
background check
on applicants from
Round Lake Beach
Police Department**

**Keep informed
about local crimes
through
Freedom Of
Information**

**Let the internet be
your best resource
when looking for
leases or
attorneys**

**Find companies
that thoroughly
perform
background checks
for all renters
18 yrs
of age or older.**

What is a Round Lake Beach background check?

- The Crime Free Housing Coordinator will run a free background check on your housing applicants by name and date of birth. This will provide records, if any, for the past six months on arrests or activity that occurred within the boundaries of Round Lake Beach.
- By taking advantage of this free service you are helping to ensure the security of your renter(s) and of your property.
- This is only one of the steps you should take to do a complete background check.

How do I obtain a more thorough background check for my renters?

Criminal background checks can be one of the best resources you have to determine if a potential applicant will be a good renter.

Remember, everyone 18 years of age or older should be subject to the background check (18 year olds are adults, not dependents). Begin by researching screening agencies on-line (the police department does not provide this service for rental owners). Once you have found a company you are comfortable with, familiarize yourself with their policies and procedures. Make sure you have every adult sign a waiver allowing you to use their information to perform the check.

Note: Remember, if your renter does not have a valid social security card you will not be able to complete a background check on them.

Note: Never give the keys to a potential renter or allow them to sign a lease until you have completed the background checks and they have passed. Once you allow them to sign a lease and you relinquish keys to them they have legal rights to be in the unit.

Sample Screening Agencies

- E-Renter www.e-renter.com
- Smart Move www.mysmartmove.com
- Lake County Circuit Clerk Public Access
<https://circuitclerk.lakecountyiil.gov/public>
- [Access/html/common/index.xhtml](https://circuitclerk.lakecountyiil.gov/public/Access/html/common/index.xhtml)

Be your own Detective!

- When a potential renter fills out a rental application for your property they usually provide you with their current or previous address.
 - Fill out a freedom of information form in the town where they currently or previously lived and ask for the number of “calls for service” the property had in the past year.
 - If the police have been to the previous address 20 times in a year, this could be a red flag for you.
- Go to the Illinois Department of Corrections website to see if your applicant was released from jail.
 - While your applicant has paid their debt to society and is on parole, they may have lied on their application about their past criminal history. Falsifying an application voids it.
- Know where the registered sex offenders live in town.
 - Navigate the police department website to the Illinois Sex Offender registry link.
 - Enter the town and zip code where your applicant previously lived and see if they were registered in that town.

Just because someone has committed a crime in the past does not mean they will commit a crime in the future but your applicant's honesty and your criteria for your rental are very important.

What's New In Round Lake Beach?

- There is a new Crime Free Lease Addendum. You can print out a copy from the Village of Round Lake Beach website.
- Sex Offender Watch is now on the main page of the Police Department's website. Click on Sex Offender Search. You can search by name, address or within an area. You can sign up for e-mail alerts.
- Sign up for Code Red on the Village website. You will be sent notices with the latest information on emergencies or weather that may affect residents, properties and/or services within Round Lake Beach.

Notification of Police Activity

- The Crime Free Coordinator will notify the landlord if a tenant is arrested or involved in criminal activity with the Round Lake Beach village limits. By law notification will not be made for domestic battery incidents.
- On minor incidents, a phone call or letter from the landlord to the tenant may be enough to stop reoccurrence. Let the tenant know they have violated the Crime Free Lease Addendum they signed and it can not happen again.
- An arrest for the felony crimes listed in the Crime Free Lease Addendum will warrant tenant eviction.

Helpful Hints for Eviction...

If you need to evict or are required by ordinance to evict, here are some helpful hints.

1. It is always best to hire an attorney.
2. Begin by sending a notice to vacate. 5 day notice for non-payment of rent or a 10 day notice for a lease violation other than rent.
3. After the notice has expired a 30 day notice to vacate should be sent.
4. If you are simply non-renewing a lease you need to send notice to the renters 60 days prior to the expiration of the existing lease.

Have you been inspecting your rental property????

- During the initial seminar the topic of inspecting your rental property was covered. It is always important to inspect the unit to ensure the upkeep is appropriate and all security measures are in working order.
 - Check doors and windows to ensure they close and lock sufficiently.
 - Check all exterior lighting (check at night as well).
 - Visually inspect the interior of the rental. Are the renters keeping the unit clean, free of garbage/waste?
 - Repair any damage that may interfere with safety or may cause a health hazard.
 - Contact Economic Development to report anything that may be a safety/ health or welfare hazard.
- Make sure to provide adequate notice to the renters before each inspection. Make sure your lease agreement clearly indicates an owner or agent can rightfully inspect the unit throughout the term of the lease.

Most common Problems seen on rental properties over the last few years.

- Renters not paying rent on time, partial payment or failure to pay. (The economy has played a role in this). **Solution:** Strong lease wording reference payment, accepting only full payments, strict enforcement of the lease when full payment is not received and careful screening of residents financial status prior to lease signing.
- Renters allowing others not listed on the lease to move in. (very common when the unlisted renter is a parolee). **Solution:** All residents including juveniles should be listed on the lease as an occupant, quarterly inspections and parking restrictions.
- Renters allowing too many people to live in the unit causing an overcrowding issue. **Solution:** Quarterly inspections and strong wording in the lease about occupancy. Notifying Economic Development if overcrowding is suspected.
- Renters committing crimes after they move in. **Solution:** Prior to signing the lease, carefully explain the Crime Free Ordinance and its required enforcement. If a minor crime occurs a carefully worded phone call or letter to the lease holder detailing the possibility of eviction. If a major or drug related crime occurs, a notice to vacate for lease violations should be sent.

Common Misconceptions About Evictions

- If my renter does not pay their rent I can call 911 to have the police collect the money or kick them out.
 - You must follow legal eviction procedures for nonpayment of rent. The Round Lake Beach Police will not collect your money and do not participate in evictions.
- If the judge grants me an eviction I take it to the Round Lake Beach Police Department and have the renters forcibly removed.
 - The Round Lake Beach Police Department does not participate in evictions. All evictions in Lake County are handled by The Lake County Sheriff's Police.
- If I want my renters to move and they haven't paid rent I can shut off their electricity and heat to get them to leave quicker.
 - It is against the law to terminate electricity or heat to an apartment without a judge's order. If you terminate these services and the renter contacts the police you would be required to reactivate the services and are subject to arrest.

When to Call 911

- Any medical emergency
- Suspicious people (people that you feel are out of place or acting in an “odd” manner)
- Criminal damage to your rental unit (damage that is caused on purpose and not considered normal wear and tear. Example: holes punched in the wall, graffiti, etc.)
- Burglary to your rental unit
- Non-emergencies that require a police report – call the Dispatch Center at 847-270-9111. Call 911 for emergencies.

Any time you are unsure about calling the police, always dial 911. It is always better to be safe than sorry.

Crime Statistics

- It is important to know what types of crimes are occurring in the area you rent property.
- Freedom of Information allows you to obtain statistical information about:
 - The number of police calls for service to the area where you rent
 - What type of police calls for service are being made. Example: loud noise complaint, burglary, vehicle crash, etc.
- You can navigate the village website to find and fill out a freedom of information form. You will be contacted after the information is prepared.

Neighborhood Watch

Do you know if your rental property is located in a Neighborhood Watch Community?

- Contact the Crime Prevention Unit to find out if your rental property is part of an active Neighborhood Watch group.
- Participate in annual NW meetings (even if you don't live in Round Lake Beach being active in NW helps you stay aware of neighborhood activities and problems. Many NW groups have a vast email system to keep owners in the loop.
- Get your renter involved too. Attend the meetings with your renter. Your renter needs to know you care about them and the property.

Important Contact Numbers

- Crime Free Coordinator. 847- 546-2127
- All Emergency and Non-Emergency calls - 911
- Police Department main number. 847-546-2127
- Economic Development 847-740-6026

Recertification Agreement Form

- After you have completely reading all of this Landlord Recertification Presentation, please return to the Residential Rental Certification Program and print out the Landlord Recertification Agreement Form. Read, initial and sign the form.
- The signed form can be delivered to Ofc. Murray by:
 - Mail at 1947 N. Municipal Way, Round Lake Beach, IL, 60073
 - Fax at 847-201-7229
 - Dropping off at the Village Hall.