

**Village of Round Lake Beach Residential Rental Certification Program**  
**Program Guidelines & Fee Schedule for Landlords**  
**(REV. October 2017)**

**Landlords as Business Owners**

It is the Village's position that landlords are business owners. As with any business owner, it is a landlord's responsibility to:

- a) Be aware of VRLB regulations that impact its business
- b) Maintain a property that is safe, attractive and compliant with all code provisions
- c) Insure activities occurring at and within the property abide by all laws and codes
- d) Manage a relationship with the Village, including online account management, reading correspondence, providing up-to-date contact information, maintaining compliance with the Residential Rental Certification Program, providing timely payment of fees, etc.

**Your Email & Privacy:** Landlords are required to establish and regularly monitor their email account for Village correspondence. The Village will only use your email account for business required to facilitate compliance with the RRCP. Your email will not be shared or used for any other purpose.

**Conducting Rental Certification Business Online**

All landlords are required to conduct all rental certification business online. Registration and payment of fees will be handled online through the VRLB website. Once we have your email, all notifications will be sent by email including appointments times for inspections, results of inspections, renewal information, code violation notices, correspondence, etc. The Village maintains a page on its website devoted to the Rental Certification Program at which all materials, forms and links can be accessed.

**Summary of Application & Annual Renewal Process**

A landlord's application for initial registration and annual renewal is complete and fully compliant when all of the following items are addressed. Failure to complete any of these items constitutes non-compliance.

- a) A completed application form is submitted online
- b) All fees have been paid
- c) Property is in compliance with all inspection requirements
- d) Proof of attendance at Crime-Free Seminar (an online refresher course is required every three years)

**Deadlines for Application & Renewals**

An initial application for rental certification may be submitted at any time. Renewals occur between November 1 and March 31. All rental properties must be fully renewed and in compliance by March 31 to avoid late fees.

**Registration & Payment of Annual Fee for 2018**

The RRCP page on the VRLB website has two registration "buttons", one each for single-family and multi-family properties. Click on the correct button and complete a brief form requesting contact information for the landlord, tenant, and the property management company if applicable.

- a) Single Family Properties: Upon submitting the form, you will be directed to a link to pay the \$50 fee.
- b) Multi-Family Properties: Upon submitting the form, you will be directed to call the Village in order to determine your annual fee. An invoice will then be emailed to you, allowing you to pay online.

### **Inspection & Compliance with Property Maintenance Codes**

Residential rental properties will have a comprehensive interior and exterior inspection conducted by a Village inspector to insure compliance with all Village code provisions. Re-inspections are required to insure identified violations are remedied. An inspection checklist is included at the end of this document.

### **Inspections of Multi-Unit Buildings**

Properties that have multiple buildings will include inspection of the exterior, common areas and mechanical systems of all buildings. Buildings with more than one dwelling unit will require inspection of 25% of all units. When the calculation of 25% creates a fraction of a unit it will be increased (rounded up) to the next full whole number of dwelling units to be inspected. For example, a building with 15 units will require inspection of 4 units. In no case will less than one unit per building be inspected. Determination of the individual dwelling units to be inspected will be at the Village's sole discretion.

### **Housing Quality Standards (HQS) Inspections**

HQS inspections are not considered an allowable substitute for a Village inspection. Landlords accepting Housing Choice (Section 8) Vouchers through local housing authority are required to obtain a rental certificate, be inspected by VRLB and to comply with Village codes and standards. Similarly, public housing and publicly-funded facilities must obtain a rental certificate and comply with VRLB codes and standards.

### **Inspection Appointments & Inspection Results**

Rental renewals occur between November 1 and March 31. The Village will mail landlords a postcard with the inspection time about 20-30 days in advance of the inspection appointment. Landlords are not required to attend, but someone 18 years of age or older must be available and present during the inspection. Landlords may call to reschedule without penalty 48 business hours in advance of the appointment (i.e., an appointment for Monday at 9am must be cancelled by the preceding Thursday at 9am). Be prepared for your inspector to arrive 15 minutes prior to 15 minutes after the scheduled time. Inspections for single family homes take about 45 minutes. Times vary for multi-unit buildings. The results of your inspection and, the time of your re-inspection appointment if necessary, will be emailed to you within 72 business hours). The Village will do its best to coordinate inspection times with landlords that own multiple rental properties in Round Lake Beach.

### **Re-Inspection Appointments**

Re-inspections are required to insure violations have been remedied. The Village Inspector will schedule your re-inspection approximately 15-30 days after the initial inspection. You will be notified of the inspection time at the same time you receive the results of your initial inspection (see above paragraph). Re-inspections typically last 15 minutes. As with initial inspection appointments, someone 18 years of age or older must be available and present, and landlords can reschedule without penalty 48 business hours in advance of the appointment. The results of the re-inspection will be emailed to you within 72 business hours (along with another re-inspection appointment time if necessary).

### **Eligibility for Biennial Inspections (Single Family Homes Only)**

Single-unit properties that meet certain criteria will be eligible for biennial inspections, resulting in a substantial savings of time and money for qualifying properties and landlords. An online renewal application must be submitted every year, but the application fee will be reduced by 50% during the years in which no inspection is required. Multi-unit buildings are not eligible for biennial inspections. Properties must meet the below criteria to qualify.

- a) The most recent rental certification process was fully completed and in compliance by the March 31 deadline (see “Summary of Application & Renewal Process” section above)
- b) Landlord and property is in full compliance with the Crime-Free and Nuisance ordinances
- c) Property had a maximum of two code violations during the year, both of which were remedied upon the first re-inspection
- d) No outstanding liens, tickets, invoices or payments are owed to VRLB
- e) Landlords that operate multiple rental properties in the Village of Round Lake Beach must be in compliance on all properties to be eligible

**Fees for Single Family Homes**

Annual Application Fee	\$50
Biennial App Fee if No Inspection	\$25
1 <sup>st</sup> Re-Inspection	\$100
Additional Re-Inspections	\$100
No-Show Fee	\$100
Cancellation within 48 Hours	\$100
Late Fee (After March 31)	\$100

**Fees for Multi-Unit Buildings (2+ Units)**

Annual Application Fee	\$25 per building
Inspection Fees	\$25 per unit to be inspected
1 <sup>st</sup> Re-Inspection	\$100 per inspection appointment*
Additional Re-Inspections	\$100 per inspection appointment*
No-Show Fee	\$100 per inspection appointment*
Cancellation within 48 Hours	\$100 per inspection appointment*
Late Fee (After March 31)	\$100 per rental unit (Maximum of \$1,200)

*\*One \$100.00 fee per appointment regardless of number of inspections to be conducted.*

**Payment of Re-Inspection & Penalty Fees**

You will be notified of re-inspection and penalty fees by email. The email will include a link what will direct you to pay online. You can also go to the RRCP webpage and click the “Pay Invoices” button. This will prompt you to enter your name, which will pull up all outstanding invoices.

**Crime-Free & Nuisance Abatement Programs**

These national programs have been adopted locally in VRLB and are administered by the Police Department in conjunction with the code enforcement team. A copy of the ordinance and related materials are available on the Village’s website. Highlights of the program are as follows.

- a) All landlords are required to attend a Crime-Free Seminar prior to issuance of the initial rental certification. VRLB offers this 5-hour class quarterly, always on a Saturday from 8am-1pm. We also accept certificates of attendance for other certified communities offering this seminar.
- b) All landlords must participate in a refresher course every three years as well as submit the Landlord Recertification Agreement Form. This online course takes about an hour and is available on the Village’s website.
- c) All rental properties must incorporate the Crime-Free Lease Addendum as part of its lease.
- d) A property declared as a chronic nuisance may lose its rental certification or lead to eviction proceedings. A nuisance is identified as a property with 4 or more ordinance violations in a 180-day period or with an unreasonably high number of police calls.

### **Qualified Exclusions**

A Rental Program Certificate of Compliance is not required by title holders renting to an immediate family member (defined as a parent, sibling or child of an owner) or by property owners who rent their dwelling unit for less than 120 consecutive days but occupy the dwelling unit during the remainder of the year. Eligible properties must submit a Qualified Exclusion Form that is signed by a title holder and notarized. The Village will notarize the document at no cost.

### **Actual Certificate**

The Village does not issue an actual certificate, as there is no requirement to display the Rental Certificate. Landlords will receive an email upon full compliance. This will serve as “proof” that you are fully certified.

### **Key Contacts for More Information**

RRCP Webpage

<http://www.villageofroundlakebeach.com/161/Residential-Rental-Certification-Program>

Village Hall

1937 Municipal Way, RLB  
847/546-2351  
*Go to lower level counter*

Rose Hollingsworth, Code Coordinator

847/546-2351, x346  
[rhollingsworth@rlbeach.org](mailto:rhollingsworth@rlbeach.org)  
*Call for general questions, scheduling inspections*

Margaret Sparr, Building Inspector

847/546-2351, x351  
[msparr@rlbeach.org](mailto:msparr@rlbeach.org)  
*Call for property-related matters, inspections, codes*

Kim Crowe, Accounting Manager

847/546-2351, x279  
[kcrowe@rlbeach.org](mailto:kcrowe@rlbeach.org)  
*Call for invoices, payments, liens, etc.*

## Inspection Checklist

The below checklist will be used in determining if the property is in compliance with the Village's code provisions. Please be aware that additional items may be identified in the course of an inspection.

Review the Village Code on the VRLB website for a complete list of standards.

### *Exterior*

- a) Address numbers are clearly visible on front of property
- b) Façade & paint is in good repair
- c) Roof is safe & functional
- d) Property is clean, safe & sanitary
- e) Free from debris & trash
- f) Free from holes, breaks, rotting materials, etc.
- g) Weatherproofed & properly surface-coated
- h) Foundation is safe, tuck-pointed & painted
- i) Holiday lights are not up 90 days past holiday

### *Exterior Structure & Hardscapes*

- a) Fence is in good repair
- b) Swimming pool is in good repair & is clean/sanitary
- c) Driveway/approach is paved & in good repair
- d) Decks/porches/balconies are in good repair
- e) Garage is in good repair
- f) Sheds & outbuildings are in good repair

### *Landscaping*

- a) Trees/limbs do not create a structural nuisance
- b) Grass & weeds do not exceed 8 inches

### *Vehicles on Property*

- a) Are operable & not in a state of disassemble/disrepair
- b) Properly parked & stored (not in grass/yard/dirt/etc).

### *Basic Health & Safety*

- a) Smoke detectors are on every level & in all bedrooms
- b) Carbon monoxide detectors within 15 feet of all bedrooms
- c) Stairs are sound & in good repair
- d) Handrails on all stairs (4 or more, 30+ inches high)
- e) Property is free from mold & environmental hazards
- f) Property is free from infestation

### *Electricity*

- a) Closet light fixtures covered & have 12" clearance
- b) Outlets w/i 6ft of any sink are GCFI receptacle
- c) Cover plates on all outlets & switch plates
- d) Panels are properly labeled
- e) Service is properly grounded & secure
- f) Electric in garage meets code; no open boxes/wires

### *Furnace, Gas & Ventilation*

- a) Furnace is in good repair
- b) Gas line to furnace constructed of approved hard pipe
- c) Has an adequate supply of combustion air
- d) Gas shutoff valve is accessible w/i 6ft of appliances
- e) Chimney/flue are sound & in good repair

### *Plumbing & Drainage*

- a) Shutoff valves & traps are in good repair
- b) Sump pump is in good repair w/ check valve installed
- c) Gutters & downspouts are in good repair
- d) Property is free from drainage hazards

***Avoid re-inspection fees by insuring your property is in compliance at the initial inspection. Remember to change the batteries in smoke & carbon monoxide detectors and to test electrical outlets in advance of the inspection. The Village's inspection team is happy to answer any & all questions in advance of your appointment.***

