



The Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462
Development Services Department
708-403-5300
developmentservices@orland-park.il.us

Information for Rental Housing Requirements

The following information is provided to make you, as the owner and/or agent of rental property, aware of certain requirements regarding the rental housing inspection program.

License Inspections: An inspection of your rental property is required before the license can be issued. An inspection date and time will be scheduled upon receipt of the application. Inspections are scheduled Monday through Friday between 8:30am and 3:30pm. There is a \$250.00 fee for a 1st time appointment no show, \$350.00 for the 2nd offense and \$800.00 for the 3rd offense for an inspection no-show appointment by the building owner or agent.

Rental License Application and Fees: Applications are available on line at www.orland-park.il.us or in the Village Hall, 2nd floor Development Services Department. An annual fee of \$25.00 along with initial inspection fee must accompany the application for registration. For questions regarding residential rental housing licenses, please call Development Services at (708) 403-5300. Rental Housing operating licenses expire annually on December 31st. Send this completed application form and the fee payment to:

Village of Orland Park
Attention: Development Services/Rental Housing.
14700 S. Ravinia Avenue
Orland Park, IL 60462

- No person, corporate or business entity, condominium, townhouse or homeowner's association shall operate a rental dwelling or dwelling unit unless a valid rental housing license has been issued by the Village of Orland Park, IL for the specific location. All delinquent fees, fines, charges or other amounts due to the Village of Orland Park, IL by the owner in part or in whole must be paid before the owner can register and license any rental property.
- No operating license shall be issued or renewed unless the applicant, owner or agent limits the number of occupants so as not to exceed the minimum space requirements as defined in the Village of Orland Park Rental Housing Code.

The owner of a rental residential property shall inform the tenant or occupant in writing the maximum number person's allowable by the occupancy standards of the Village of Orland Park Rental Housing Code.

- The Village shall make a tri-annual inspection of all structures and premises subject to licensing under the provision of the Village of Orland Park, State and Federal Codes to determine whether the structures and premises, are in compliance with all applicable provisions of the Village of Orland Park Rental Housing Code..
- All rental units must comply with all standards outlined in the Village of Orland Park Codes and Land Development Codes. The entire Rental Housing Ordinance is available on-line at www.orland-park.il.us Chapter 5 Section 8.
- The owner or agent of a rental residential property shall provide each tenant or occupant with the name and telephone number of a responsible person, or managing agent, who in emergency situations will be available on a twenty-four (24) hour basis and who has the authority to make repairs as needed.
- Every rental property owner or agent must attend an eight (8) hour Crime Free Housing class conducted by the Orland Park Police Department. There is no charge for the class.
- Registration/License is non-transferrable. Person holding registration/license must give notice in writing to the Village of Orland Park within five (5) business days after having legally transferred or otherwise disposed of the ownership of any rental dwelling. (Section 5-8-3-1.4)



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Frequently asked questions about Rental Housing Registration/Inspection Program

1. ***Why is the Village of Orland Park implementing this ordinance?***
The purpose of this ordinance is to provide minimum standards for residential rental housing for the protection of the life, health, welfare and property of rental residential owners and tenants, as well as that of the general public. This ordinance will also prevent the overcrowding of rental dwellings by requiring compliance with minimum space standards per occupant for each dwelling. Inspections will facilitate the enforcement of minimum standards for the maintenance of existing residential rental buildings to prevent slums and blight, therefore maintaining high property values for all residents in the Village of Orland Park.
2. ***Who does this ordinance apply to?***
The ordinance applies to all residential rental properties; single family, townhomes, condo's and multi unit buildings. Residential rental properties will also include owner occupied properties renting to more than four non-family individuals.
3. ***How often does an owner of residential rental property register?***
Annually.
4. ***What are the registration fees?***
\$25.00 annually, failure to register as an owner is a \$250.00 fine each day the property is not registered. The registration fee will be waived for the first 60 days after the effective date of the code.
5. ***How often are rental properties inspected?***
Tri-annually. (Once every three years)
6. ***What are the costs for inspection?***
Tri-Annual inspection fees are:

Single Family Dwelling:	\$ 75.00
Duplex	\$100.00
Apartment/Multi Unit Buildings	\$100.00 and \$25.00 for each individual unit more than two (2) units.
7. ***If my rental property does not pass inspection, what is the course of action?***
When an inspection is complete, the inspector will leave the owner or agent an inspection form with all violations noted and a date the violation/s must be corrected by. The first re-inspection is free, if violations have not been corrected at the 1st re-inspection, a \$200.00 fee will be charged for the 2nd re-inspection plus citations may be issued for violations not corrected, the 3rd and subsequent re-inspections will be \$300.00 each plus more citations may be issued. Citations require a mandatory court appearance with fines associated.

8. *If I miss my appointment for inspection, what do I do?*

If you are unable to keep the scheduled appointment for your residential rental property inspection, please call the Village of Orland Park at 708-403-5300 to reschedule. If the appointment is not rescheduled, there are fees for an appointment not kept by the owner or agent. The first no show offense is \$250.00, the second \$350.00 and the third is \$800.00. We have many residential rental properties in the Village and the inspectors have full schedules to get all properties inspected and re-inspected.

9. *When do I have to designate an agent?*

An owner must live within 30 miles of the corporate limits of the Village of Orland Park for building and tenant emergencies. If the owner does not live within this required area, an agent may be designated. An agent must be at least eighteen (18) years of age and this person must have authorization in writing to represent the owner for the residential rental property. Such authority would include being present for inspections, accepting Village notices of code violations, appearing in municipal court and conducting all business with the Village in regards to the residential rental property. The owner's agent must provide an available twenty-four (24) hour emergency contact number to be reached.

10. *What areas of the building will be inspected?*

Residential rental property inspections will include a physical inspection of the property, including the building exterior, exterior structures such as garages and storage areas, parking lots, interior common areas, basements/cellars, laundry areas, electrical, plumbing and storage areas, and all residential units.

11. *What will the inspector be looking for during an inspection?*

The inspector will be insuring that the residential rental property is in code with regards to health and life/safety issues for all tenants. Some of these issues include smoke detectors, currently tagged fire extinguishers, exit and hall lights in working order, handrails, and proper pest control. The overall maintenance of the interior and exterior of the building and units are also inspected; proper electrical and plumbing service, all heating units in good condition, roofs, siding, windows, etc. The interior and exterior cleanliness of the building and property are also observed.

12. *What will happen if I do not comply with this new ordinance?*

A notification will be sent to the property owner that the property is not properly licensed or that the license has been revoked. The rental property and all units if applicable must be vacated within sixty (60) days of notification by the Village. If said property is not vacated within the sixty (60) day period, the building owner will be responsible for all fines set forth in this ordinance. Citations will be issued with a mandatory court appearance.