

VILLAGE OF CARPENTERSVILLE RENTAL LICENSING PROGRAM CHECKLIST

- ☐ **REGISTER PROPERTY**
Complete and submit all required applications: **Residential Rental Property, Crime Free Housing Registration / Affidavit and Consent to Inspect.**
Applications can be emailed to permits@cville.org in PDF format, or may be sent via US mail. The application will serve as your temporary license.
- ☐ **PAYMENT**
Once the application is processed, an email will be sent with the new rental application # and options of payment.
- ☐ **SCHEDULE PROPERTY INSPECTION**
The property inspection must be scheduled directly with the code enforcement officer. The initial property inspection will determine if any violations exist. A report will be issued after the inspection. If any violations exist, a re-inspection will be conducted 30 days from the date of the report. It is the property owner's responsibility to notify tenants and receive the consent of the tenants to access the property for inspections. If access is not granted at the scheduled time of inspection, the village will seek an administrative search warrant for the property to inspect for code violations.
- ☐ **SCHEDULE AND ATTEND CRIME FREE HOUSING SEMINAR**
Crime Free Housing Seminar (CFHS) attendance is mandatory within 90 days of the application date. CFHS are offered the first Saturday of every month at 9:00 am. These dates are subject to change. The property owner is responsible for registering to attend a CFHS at the time of registering the property. Failure to attend a CFHS will result in the suspension or revocation of the Temporary Rental Certificate granted at the time of application.
- ☐ **COMPLIANCE INSPECTIONS**
Compliance inspections are follow-up inspections of the violations cited at the initial inspection. If all violations have been corrected after the first follow-up inspection, the rental license will be issued. If any violations remain, another compliance inspection is required, along with a \$50 re-inspection fee. It is the property owner's responsibility to notify tenants and receive the consent of tenants to access the property for inspections. If access is not granted at the scheduled time of inspection, the village will seek an administrative search warrant for the property to inspect for code violations.
- ☐ **RENTAL LICENSE ISSUED**
An annual rental license is issued when all of the above requirements are met. A rental license is valid for one year from the date of the issuance of the temporary certificate. Upon the expiration of the license, the property owner must renew the license and meet all of the requirements above.
- ☐ **FAILURE TO COMPLY**
Failure to comply with the Rental Licensing Program requirements as outlined above will result in the suspension or revocation of the Temporary Rental Certificate and a citation and notice to appear in Kane County Circuit Court.