



Village of Skokie

Residential Rental Unit Standards and Neighborhood Integrity Ordinance

Certified Landlord Program

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In early 2014, the Village Board approved a Residential Rental Unit Standards and Neighborhood Integrity ordinance to help protect and strengthen neighborhoods throughout the community. One of the key components of the program is the voluntary Certified Landlord Program. This program was initiated to recognize good property owners/managers in a manner that could be advertised to the public. The Village also offers a Gold Certification program that is awarded to landlords who go through the additional optional training offered by the Police Department as part of the national Crime-Free Program.

1. How do I register to obtain a Certified Landlord Designation?

The property owner must complete and file an application with the Property Standards Division of the Community Development Department. This application form may be submitted in person or by mail. Each year, after the initial certification, a certification renewal notice will be sent to the property owner or agent in April that must be returned to the Village by May 1. The certification will only be renewed if program requirements continue to be met.

2. What requirements must be met to become a Certified Landlord?

- The rental property must be inspected each year and be in substantial compliance with code requirements at the most recent regular inspection by the Property Standards Division.
- Owner agrees to allow the Property Standards Division, in addition to the regular inspection program, to inspect each rental unit to confirm that there are working smoke and CO detectors and GFI outlets installed where required.
- Owner or operator has successfully completed the Village Landlord Seminar.
- Owner agrees to submit the residential rental property to a security audit performed by the Neighborhood Standards Officer and is in substantial compliance as of the most recent audit.
- Owner or operator has contact information posted in compliance with Village requirements.

3. Is there a fee to become a Certified Landlord?

There is no fee. The Village offers the certification program to encourage and promote well-operated rental properties.

4. What is the owner identification posting?

As recommended by the Interim Landlord-Resident Advisory Committee, the owner is required to post a weather-proof sign with his or her name and an active phone number in the multi-unit building's exterior or common area next to the front door. The sign shall be at least 8 inches by 10 inches in size. Owner-occupied buildings with four units or less are exempt.

5. How can the Landlord Certification be used?

The owner or operator can use the Certified Landlord designation in advertisements to assure potential renters that the property will be well managed. The Certification applies only to the owner or operator and not the property or unit and cannot be used in advertisements to imply the quality of the unit or property.

6. What does a landlord need to do to obtain the Gold Landlord Certification from the Police Department?

A landlord or agent can obtain the Gold Landlord Certification by first becoming a Village Certified Landlord and then completing the third phase of the International Crime Free Housing Program, which includes initiating a social event attended by tenants within the property. This can include a celebration with refreshments, sponsored by the owner or operator, acknowledging the completion of all three phases. The social event could also include a presentation or question and answer section with the Skokie Police Department. Once this certification is achieved, full copyright usage of the Crime Free Housing logos are allowed to be used on published materials and/or signage associated with the program.

Please visit or call the Property Standards Division of the Community Development Department at 847-933-8224 if you have any questions regarding the Certified Landlord Program. Please call the Neighborhood Standards Officer at 847-982-5920 if you want to learn more about the Gold Certification Program.