



Village of Skokie

Residential Rental Unit Standards and Neighborhood Integrity Ordinance

Rental Unit Registration Program

Rental Unit Registration Program

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 annual registration of rental units. The rental registration requirement is an effective tool to strengthen the partnership between the Village and rental property owners. All owners of a residential rental unit, whether in a multi-unit building or a single-family home, duplex or townhouse must register with the Village of Skokie in order to have tenants. To obtain a Residential Rental Unit Registration the property owner must file the required application, pay the required registration fee for each unit and attend an owner training seminar within three months from the date of registration. All rental units and multi-family buildings are expected to be operated and maintained in full compliance with all applicable ordinances, codes and regulations. The following are frequently asked questions:

1. How do I register a residential unit or property?

Residential rental units must be registered by May 1 each year by completing and filing 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 registration, a registration renewal notice will be sent to the property owner or agent in April that must be returned to the Village by May 1. The registration form may also be obtained from the Village website at www.skokie.org or by visiting the Property Standards Division at Skokie Village Hall, 5127 Oakton Street.

2. Who is exempt from registration?

Any residential rental unit which is owner occupied is exempt. Any unit that is occupied but the owner is not charging rent is exempt. Any unit that is vacant and not being advertised for rent is exempt. A rental condominium unit is exempt if located in a building with more than four units.

3. What is the cost of registration?

The registration fee is \$25 per unit each year. In recognition of landlords that are actively managing their property, any unit with a history of substantial compliance or found to be in compliance with Village ordinances for three consecutive years going forward will have the registration fee waived.

4. What areas of my building will be inspected for registration?

A rental building or unit does not need to be inspected upon registration. All common exterior and common interior areas of the rental properties and buildings will be inspected during the Village's regular inspection program. Prior to the sale of a rental unit or building these areas and the interior of all units must be inspected.

5. What must I do if ownership information changes?

Any change of owner or operator information on the initially submitted registration form must be provided to the Property Standards Division within 21 days of the change. If the ownership of the rental unit or multi-unit changes during the registration year the new owner must complete and submit a new registration form and pay a pro rata registration fee. No registration fees will be paid back to the former owner.

6. What other requirements must I meet for registration?

The owner or operator of any residential rental property must successfully complete the Village Residential Rental Property Landlord Seminar within three months of the date of registration. The registration form can be obtained at the Property Standard Division Office or by visiting the Village website at www.skokie.org.

Please visit or call the Property Standards Division of the Community Development Department at 847-933-8224 if you have any questions regarding the Residential Rental Unit Registration Program.