



Chapter 12 Article 2 Residential Rental License

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Overview



- **Board Presentation: HOPE Fair Housing Report, October 1, 2024**
- **Staff Recommendation: Amend Residential Rental License Code**
- **Ordinance Review**
- **Implementation**
- **Discussion**

Hope Fair Housing Recommendations



- **Transparency of tenant qualification criteria**
- **Fair housing education and outreach for housing providers**
- **Fair housing education and outreach for current and prospective residents**
- **Fair housing enforcement**

Amend Rental Residential License Co



- Chapter 12 (“Housing”)
 - Article 2 (“Rental Residential License”)
 - Article 6 (“Residential Tenant and Landlord Ordinance”)
 - Section 4 (“Rental Agreements”)
 - Section 11 (“Security Deposits”)
- Chapter 13 (“Human Rights”)
 - Article 5 (“Unlawful Management Practices”)

12-2: Rental Residential License



- Section 12-2-0: Definitions added to code
- Section 12-2-1: Licenses are transferable when property sold
- Section 12-2-1: Property owners located more than 45 miles from Oak Park are required to use a property manager or agent located within 45 miles of Oak Park
- Section 12-2-2: Requires all contact information for Agents, Property Manager or Property Maintenance Company

12-2: Rental Residential License



- Section 12-2-2: New owners must attend the annual management landlord seminar prior to getting a license.
- Section 12-2-3: Every four years, the staff will ask property owners for their assistance in distributing a demographic survey to building residents, from which a report will be generated on residents of rental housing and the demographic trends within specific types of buildings .

12-2: Rental Residential License



- Section 12-2-5: Rental fees are clearly identified for multi-family and single-family rental residential property.
- Section 12-2-5: Rental fees are due on the anniversary month when application was submitted.
- Section 12-2-5: Late fee calculations are simplified to 10% added after being late one month and 30% added after being late two months

12-2: Rental Residential License



- Section 12-2-8: Tenant responsibilities are referenced and linked to the obligations listed in the RTLO.
- Section 12-2-11: The mandatory provisions in a lease are cross referenced to the lease attachment requirements in the RTLO (lead paint, bed bugs & RTLO summary).
- Section 12-2-11: The landlord's lease requirement are referenced and linked with the requirements of the rental agreements in the RTLO.

12-2: Rental Residential License



- Section 12-2-12: The Property Owner, the Agent and the Property Manager all must attend the annual property owner management seminar.
- Section 12-2-12: The annual property owner management seminar must be completed within three months prior to license issuance or renewal
- Section 12-2-12: Newly hired residential rental staff have 90 days to complete training requirement.

12-2: Rental Residential License



- Section 12-2-12: Residential rental staff can satisfy annual property owner management training by attending local training or an on-line property management training that meets specific course requirements.
- Section 12-2-12: Property owners located more than 45 miles away from Oak Park can satisfy annual property owner management training by taking an on-line property management training that meets specific course requirements.

12-2: Rental Residential License



- Section 12-2-13: New violation section added for clarity.
- Section 12-2-14: New suspension and revocation of license section – due process added.
- Section 12-2-15: New property owner responsibility section added, which includes providing the tenant with a 24-hour emergency number to call, a number to assist with fair housing issues and when being evicted information about emergency rental assistance.

12-6-4: Rental Agreements (RTL0)



- Added the maximum occupancy of a dwelling unit leased will be established by the owner, but will never exceed occupancy set by Village code.
- Added and cross referenced that all leases must contain mandatory provisions of the residential rental license code.

12-6-11: Security Deposits (RTL0)



- Language added to provide the minimum amount that can be collected for a security deposit is one month rent, which is consistent with the unlawful management practices
- Language added that a move-in fee can be used in lieu of a security deposit, which is consistent with the unlawful management practices

13-5-1: Unlawful Management Practices



- Unlawful management practices changed to apply to all residential rental dwelling units
- Lease agreements are cross referenced to the mandatory lease provision under the residential rental license
- Language added to provide the maximum amount that can be collected for a security deposit is one and one half of the month rent, which is consistent with the security deposit section

Implementation



- Return to the Board with Finalized Ordinance
- Notification to Property Owners
 - Direct E-mails
 - Social Media
 - Village Website
- Hold three monthly property owner seminar with HOPE Fair Housing



Discussion