



Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073
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www.eroundlake.com

RESIDENTIAL RENTAL PROGRAM FAQ

All owners of a residential rental unit, whether in a multi-unit building or a single-family home, must register with the Village of Round Lake and obtain a Certificate of Compliance prior to tenant occupancy.

How do I obtain a Certificate of Compliance?

The property owner must register each unit, pay the required inspection fee and pass a Rental Occupancy Inspection.

How do I register?

Owners must complete the registration form as provided by the Village of Round Lake. The form may be obtained by visiting the Village website at www.eroundlake.com or by visiting Community Development at Village Hall, 442 N. Cedar Lake Road and may be submitted in person, by mail, or by email.

What areas of my property will be inspected?

Items will include, but not limited to, exterior and interior building maintenance, electrical, plumbing, heating/ventilation, debris, zoning, inoperable vehicles on premises, and life safety codes. Inspectors will be enforcing the International Property Maintenance Code, Fire Code and other applicable Village Ordinances.

Do I need to be present at the time of inspection?

Yes, it is the responsibility of the owner or their designated agent to be present at the building on the date and time of the inspection.

How long will I have to fix the repairs?

This will depend on the extent and seriousness of the violation. Generally, re-inspection is required within two weeks, while others may create a life safety hazard and warrant repair immediately. Inspectors are familiar with various time tables and are willing to work with landlords on time frames to complete repairs.

What must I do if ownership information changes?

Any change of owner or agent information must be provided to the Community Development department within 30 days of the change.

Should I contact Utility Billing?

Calling the Village before a tenant moves in or out helps provide accurate start of service date, verify the bill is in the correct name, as well as confirms the owner's information for mailing of a duplicate bill. Having a duplicate bill sent to the property owner will identify unpaid bills, which are ultimately the property owner's responsibility. Calling the village after a tenant moves out helps identify any unpaid balance before refunding security deposit.

Fee schedule:

A. Registration, required annually.

One & Two-Family Dwelling Units, Townhouse or Condo	Multi-Family Buildings with 3 or more units	Multi-Family Buildings with 10 or more units
\$10 per dwelling unit	\$10 per dwelling unit	\$10.00 per structure, plus \$5.00 per dwelling unit

B. Inspection of Dwelling Units, required at every change of occupancy. Inspection of Common Areas, required annually.

One & Two-Family Dwelling Units, Townhouse or Condo	Multi-Family Buildings with 3 or more units	Multi-Family Buildings with 10 or more units
\$75.00 per dwelling unit	\$100.00 per structure, plus \$25.00 per dwelling unit	\$150.00 per structure, plus \$25.00 per dwelling unit