



Village of Round Lake Community Development

442 N. Cedar Lake Road Round Lake, IL 60073
Ph. 847-546-5400 Fax 847-546-1872
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



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RESIDENTIAL RENTAL REGISTRATION

SUBJECT PROPERTY INFORMATION

ADDRESS:

NUMBER OF UNITS:

SINGLE FAMILY

APARTMENT

CONDOMINIUM/ TOWNHOUSE

SQ FOOTAGE OF BEDROOMS:

BEDROOM 1:

BEDROOM 2:

BEDROOM 3:

BEDROOM 4:

PROPERTY OWNER INFORMATION

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL ADDRESS:

MANAGEMENT COMPANY INFORMATION (WHERE APPLICABLE)

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL ADDRESS:

EMERGENCY CONTACT INFORMATION

NAME:

PHONE:

PHONE 2:

TENANT INFORMATION

NAME:

PHONE:

EMAIL ADDRESS:

INITIAL EACH STATEMENT TO ACKNOWLEDGE

I HAVE READ THE RESIDENTIAL RENTAL PROGRAM FAQ. _____

IF THERE ARE ANY CHANGES IN THE INFORMATION PROVIDED ON THIS APPLICATION, I WILL NOTIFY THE VILLAGE OF ROUND LAKE COMMUNITY DEPARTMENT WITHIN 30 DAYS. _____

I HEREBY AUTHORIZE AND CONSENT TO THE VILLAGE OF ROUND LAKE COMMUNITY DEVELOPMENT DEPARTMENT'S ON-SITE INSPECTION OF THE BUILDING/PREMISES LOCATED AT THE ADDRESS INDICATED ABOVE, ON A SCHEDULED DATE AND TIME. I GRANT THIS AUTHORIZATION AND CONSENT FREELY AND VOLUNTARILY.

I UNDERSTAND THE ISSUANCE OF A RESIDENTIAL RENTAL CERTIFICATE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE CODES AND ORDINANCES, STATE AND FEDERAL LAW, AND THE RESULTS OF ANY INSPECTIONS REQUIRED BY ORDINANCE AT THIS TIME AND ANY FURTHER INSPECTIONS WHILE THIS REGISTRATION IS IN FORCE. I HAVE READ THIS APPLICATION AND ANSWERED ALL QUESTIONS FULLY. THE INFORMATION I HAVE SUBMITTED IN THIS REGISTRATION IS COMPLETE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF PROPERTY OWNER OR AUTHORIZED AGENT

DATE

PRINT NAME



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RENTAL INSPECTION CHECKLIST

The below checklist will be used in determining if the property is in compliance with the Village's code provisions. Please be aware that additional items may be identified in the course of an inspection.

Exterior

- Address numbers are clearly visible on front of property;
- Façade is in good repair;
- Roof is safe and functional;
- Property is clean, safe and sanitary;
- Free from debris and trash;
- Free from holes, breaks, rotting materials, etc.;
- Weatherproofed and properly surface-coated;
- Foundation is safe, tuck-pointed;
- Holiday lights are not up 90 days past holiday.

Exterior Structures & Hardscapes

- Fence is in good repair;
- Swimming pool is in good repair and is clean/sanitary;
- Driveway/approach is in good repair;
- Decks/porches/balconies are in good repair;
- Garage is in good repair;
- Sheds & outbuildings are in good repair.

Landscaping

- Trees/limbs do not create a structural nuisance;
- Grass and weeds do not exceed 8".

Vehicles on Property

- Are operable and not in a state of disassemble/disrepair
- Properly parked and stored (not in grass/yard/dirt/etc.)

Drainage

- Gutters and downspouts are in good repair;
- Property is free from drainage hazards.

Basic Health & Safety

- Operational smoke detectors are on every level and in all bedrooms;
- Operational carbon monoxide detectors within 15' of all bedrooms;
- Each bedroom must have at least one window which meets the following requirements:
 - Window Size: 24" x20"
 - Clear Opening: 5.7 Square Feet
 - Maximum Sill Height 44" above floor.
- Stairs are sound and in good repair;
- Handrails on all stairs;
- Property is free from mold and environmental hazards;
- Property is free from infestation.

Electric

- Closet light fixtures covered and have 12" clearance;
- Outlets within 6' of any sink, tub and serving any counter are GFCI receptacle;
- Cover plates on all outlets and switch plates;
- Panels are properly labeled;
- Service is properly grounded and secure;
- Electric in garage meets code; no open boxes/wires.

Furnace, Gas & Ventilation

- Furnace is in good repair;
- Gas line to furnace constructed of approved hard pipe;
- Has an adequate supply of combustion air;
- Gas shutoff valve is accessible within 6' of appliances;
- Chimney/flue are sound and in good repair.

Plumbing

- Shutoff valves and traps are in good repair;
- Sump pump is in good repair with check valve installed.

Avoid re-inspection fees by insuring your property is in compliance at the initial inspection. Remember to change the batteries in smoke & carbon monoxide detectors and to test electrical outlets in advance of the inspection.