

City of Highland Park



Rental Registration Program Frequently Asked Questions

The following provides answers to frequently asked questions regarding the City's Rental Registration Requirements. This document is intended for informational purposes only and does not substitute for the law itself. Property owners should also refer to the actual ordinance (see below) for details about the requirements of the law.

Q: When was this local law adopted?

ANS: On January 27th, 2014 the City Council adopted Title XV, Chapter 154 of the City of Highland Park Code related to Registration and Safety Requirements for Certain Residential Rental Property.

Q: Where can I find the ordinance related to Rental Registration?

ANS: www.cityhpil.com or click the following link:
Title XV, Chapter 154 of the City of Highland Park Code

Q: When will the City be accepting Rental Registration applications?

ANS: Beginning March 3rd, 2014, the City will accept applications via mail and in person at:

Community Development Department
Rental Registration Program
1150 Half Day Road, 2nd Floor
Highland Park, IL 60035.

Q: Do all Rental Units have to be registered?

ANS: No, only those that meet the definition of a **Regulated Rental Dwelling** found in Title XV, Chapter 154 of the City of Highland Park Code. (See question on next page).

Q: When do I have to register by?

ANS: All Regulated Rental Dwellings must be registered by **April 1st** each year.

Q: Where can I get an application?

ANS: Please visit www.cityhpil.com and click on the "Rental Registration Program" link on the left hand side of the page.

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Q: Which rental units must be registered?

ANS: Registration is required for *all Regulated Rental Dwellings* that are:

1) located either within a single family residential structure, or within a multiple family residential structure and having a unique method of ingress and egress between the dwelling unit and an adjacent right-of-way or parking area (two-family, single-family attached and single-family, semi-detached); and

2) leased to, or occupied by, any person other than the owner

Examples include a multiple family building having an individual entrance/exit from each dwelling unit directly to the outside.

Q: Were property owners notified about this change in the law?

ANS: Yes, On February 14th, 2014 the Department of Community Development mailed individual notices to every residential address (12,229) within the City of Highland Park and to 828 Highland Park property owners living outside of Highland Park.

A story was also included in the Feb. 15th edition of the Highlander, which is mailed to all properties within the City of Highland Park.

Q: Am I required to register a regulated rental dwelling if it is not occupied?

ANS: Yes, if the unit is leased to someone who is not an owner.

Q: Am I required to register if I do not charge rent?

ANS: Yes.

Q: Am I required to register if a family member is living in the regulated rental dwelling?

ANS: Yes.

Q: If my property is owned by a blind trust, must I include contact information for all owners?

ANS: Yes.

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Q: If I am renting a bedroom within a house that I (the owner) also live in, do I need to register?

ANS: No.

Q: If my rental unit is owned by multiple owners, do I need to provide contact information for all of them?

ANS: Yes.

Q: If I am renting a dwelling unit within a two-family building that I (the owner) also live in, do I need to register?

ANS: Yes, you must register the unit you are renting that you, the owner, do not live in. In this example only one (1) unit would need to be rented – the unit the you (the owner) are not living in.

Q: I own a two-family building and rent both dwelling units, do I have to pay a \$30 fee for each unit?

ANS: Yes, you must register each individual rental unit. In this example your fee would be \$60.

Q: Can I pay online?

ANS: No, online payments will not be accepted for initial registration. Please note that the City plans to accept online renewals next year.

Q: Where should I call if I have an additional question or need additional information?

ANS: 847-432-0808