



CITY OF MARKHAM

RENTAL REGISTRATION PACKET

BUILDING AND HOUSING DEPARTMENT
16313 KEDZIE PARKWAY
MARKHAM, IL 60428
(708) 331-4905 EXT. 314 FAX: (708) 331-9250



CITY OF MARKHAM

Building and Housing Department

16313 Kedzie Parkway
Markham, IL 60428

Phone (708) 331-4905 Ext. 314 • Fax (708) 331-9250

As an owner of rental property in the City of Markham, you are required to be licensed annually per Chapter 121 of the City of Markham Code of Ordinances. **Rental property** refers to any single-family dwelling, two-unit dwellings, and apartment buildings that are **non-owner** occupied.

Annual Residential Rental Registration licenses are valid from May 1st to April 30th each fiscal year. The license fee for single-family dwelling, two-unit dwellings, and apartment buildings are \$70.00 provided that a valid landscaping affidavit is submitted. If a valid landscaping affidavit is not submitted, the fee is \$500.00. Owners of mixed-used properties inquire within our Building & Housing Department for more information. **Penalties will be charged if the application is not received by May 1st. Any debt owed to the city shall be paid before your property can be registered.**

An inspection of the property will be conducted on an annual basis or when a change of tenancy happens. The inspection fee for single-family and two-unit dwellings are \$ 125.00. Apartment buildings are \$200.00 plus \$25.00 for each individual unit more than two units.

“**Rental Registration Packets**” can be found on our website at www.cityofmarkham.net. Click on “SERVICES” and then click on “Building & Housing Department.” Scroll down the page to locate the Rental Registration Packet under “Applications and Forms.” Complete the Rental Packet in its entirety which includes:

- Residential Rental Application (page 3)
- Inspection Request Form (page 5)
- Crime Free Lease Addendum (pages 7-8)
 - o **this form must be signed and dated by you and your tenants over age 18. Digital signatures are NOT accepted.**
- Recorded Deed (**must have Cook County Recorder’s and the City of Markham’s stamps on it**)
- Articles of Incorporation (**if applicable**)
- Current Lease
- Driver’s License or State ID of Tenant(s)
- Tenants’ listing (page 4)
- Landscaping Affidavit (page 6)
- Property Management Agreement (**if applicable**)
- Driver’s License or State ID of Owner

Additionally, make sure the Landscaping Affidavit is **notarized**. All forms must be signed and dated where applicable, this includes providing the **Property PIN/Tax ID#** information. Incomplete applications will be rejected and/or returned. Once your application submitted, reviewed, and processed, we will schedule your inspection. When your property passes its inspection, a Certificate of Occupancy (license) will be issued to you, either in-person or via email. A valid Certificate of Occupancy is required to rent your property. Anytime a new tenant moves into the property, you must have an inspection and obtain a new Certificate of Occupancy. The cost of a rental inspection is \$125.00. If you are unsure of having a valid Certificate of Occupancy on file, please contact our office. Owners/Landlords renting without a valid Certificate of Occupancy will be assessed fines. Additionally, a copy of the signed “Crime Free Lease Addendum” must accompany each new occupancy.

For your property to remain in compliance with the City of Markham, a separate, complete Rental packet for each property **must** be submitted. For more information pertaining to the Crime Free Housing Program Seminar, contact the Markham Police Department at (708) 331-2161.

Should you have any questions regarding Markham’s rental property policies, please feel free to contact Rhonda Drew, Housing Coordinator of the Building and Housing Department. She can be reached via email at RDrew@cityofmarkham.net and by telephone at 708/331-4905, Ext. 314.

Sincerely,

City of Markham



CITY OF MARKHAM
Building and Housing Department
 16313 Kedzie Parkway
 Markham, IL 60428
 Phone (708) 331-4905 Ext. 314 • Fax (708) 331-9250
 Email: housing@cityofmarkham.net

File # _____
 Date: _____
 Received By: _____
 Payment Year(s): _____
 Annual Fee: **\$70.00 (with landscaping)**
 Annual Fee: **\$500.00 (without landscaping)**

RESIDENTIAL RENTAL APPLICATION (PLEASE PRINT)

New Rental Registration Renewal Rental Registration Change of Owner/Agent Change of Tenant

RENTAL PROPERTY ADDRESS: _____ PIN/TAX ID # _____

TYPE OF PROPERTY

Single-Family Dwelling Two-Family Unit Building Apartment Building – Number of Units _____

OWNER INFORMATION

BUILDING OWNER _____

OWNER ADDRESS (NO PO BOXES) _____ / _____ / _____ / _____
NO AND STREET CITY STATE ZIP

MAILING ADDRESS (IF DIFFERENT) _____ / _____ / _____ / _____
NO AND ASTREET CITY STATE ZIP

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____ FAX# _____

E-MAIL _____ FEIN/IBT #/DL# _____

MANAGEMENT INFORMATION

NAME _____ ADDRESS _____

CITY/STATE/ZIP _____ PHONE _____

EMAIL _____

EMERGENCY CONTACT INFORMATION

PRIMARY EMERGENCY CONTACT _____

PHONE: HOME _____ CELL _____ WORK _____

24 HOUR CONTACT EMERGENCY PHONE NUMBER ****REQUIRED****: _____

Terms and Conditions

I, the Owner/Agent for the above property understand the issuance of this license is conditional upon compliance with all City of Markham Ordinances, State and Federal Law. I understand the submission of this application and payment of license fees does not constitute official licensing compliance with the Rental Housing Code that has been verified through inspection by authorized personnel and a permanent annual license certificate has been issued by the City of Markham. I verify that this application is complete and truthful to the best of my knowledge. I understand that renting a dwelling without a valid license issued by the City of Markham is a violation of Ordinance No. 17-0-2162 and 20-O-2281 and will result in enforcement by fines and a court appearance; the property may be deemed uninhabitable until license is obtained. All information listed above will be checked via the Cook County Assessor's Office (www.cookcountyassessor.com) for accuracy.

Please use the back page to list all tenants and occupants living in the property. Applications that are not completed in full will not be accepted.

By signing below, you acknowledge that you understand and agree to all the above conditions.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

OFFICE USE ONLY

Property File Checked By:	Tickets \$	Grass Cutting \$	Board-Up \$

PLEASE LIST THE OCCUPANCY OF EVERY UNIT IN THE BUILDING. LIST THE INFORMATION EVEN IF YOU (THE LANDLORD OR MANAGER) ARE THE OCCUPANT. IF A UNIT IS VACANT, PLEASE WRITE "VACANT" IN THE TENANT NAME SECTION. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION BEING COMPLETED. APPLICATIONS ARE SUBJECT TO RANDOM AUDITING TO ENSURE ACCURACY. USE ADDITIONAL SHEETS IF NECESSARY.

NAMES OF TENANTS & OCCUPANTS	TELEPHONE NUMBER	APT. #	DATE OF OCCUPANCY	CRIME FREE LEASE ADDENDUM SIGNED (Y OR N)	DATE OF BACKGROUND CHECK	SECTION 8 NUMBER



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File # _____
Date _____
Received By _____

INSPECTION REQUEST FORM

DATE: _____

PROPERTY ADDRESS: _____ PROPERTY TAX ID# _____

OCCUPIED? _____ WATER ON? _____

TYPE OF INSPECTION: SALE RENTAL REOCCUPANCY COMMERCIAL/BUSINESS OTHER

PROPERTY OWNER INFORMATION BUYER SELLER

OWNER NAME: _____

ADDRESS: _____ (If different from above)
(NO P.O. BOX)

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

REAL ESTATE/PROPERTY MANAGER INFORMATION (If Applicable)

REAL ESTATE AGENT/PROPERTY MANAGER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

TERMS AND CONDITIONS

I Hereby request, as require by City of Markham Code of Ordinances, an inspection by the City of Markham Building and Housing Department at the property listed above. I have read and understand the City of Markham Inspection Procedures and affirm that if I fail to comply with the procedures and ordinances set forth by the City of Markham, I may be subject to any fines and/or citations in accordance with the City of Markham's Code of Ordinance(s). I understand that no refunds will be issued for any reason once the inspection request has been processed.

Applicant Signature: _____

Date: _____

Office Use Only

Property File Checked By:	Tickets \$	Grass Cutting \$	Board-Up \$
Inspection Date:		Inspection Time:	



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OFFICE USE
Date _____
Received By _____
ID Checked _____

LANDSCAPING AFFIDAVIT

Date: _____

Property Address: _____ / _____ / _____
No. and Street City State Zip

I, _____ owner of property listed above agree to be responsible for the grass cutting and snow removal for above property for the 2023-2024 Fiscal Year.

I fully understand that if the property fails to adhere to the requirements for §121.41 (I) and (J), or if found to be in violation of any other provision of §121.41, despite proof of a valid and enforceable property maintenance agreement, the owner or owner's agent shall be responsible for the remaining \$430.00 License fee, in addition to any other fees or fines imposed.

Owner Name – Please Print

Owner Address No and Street City State Zip

Owner Telephone # E-Mail ID/Driver's License #

Owner Signature

Subscribed and Sworn to Before Me This _____ Day of _____

Notary Public Signature: _____
My Commission expires: _____

ORDINANCE 20-0-2281



CRIME FREE LEASE ADDENDUM

Tenant Name: _____ Move In Date: _____

Property Address: _____ Unit of Apt. #: _____

Tenant Contact Phone #: _____

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Tenant agree as follows:

1. Tenant, any members of the tenant's household or a guest or other person under the tenant's control **shall not engage in criminal activity or violation of local, state or federal law**, when such activity or violation constitutes a threat to public health or safety or which constitute a breach of the peace or disorderly conduct, on or near the rental unit, common areas or appurtenances.

2. Tenant, any member of the tenant's household or a guest or other person under the tenant's control **shall not engage in any act intended to facilitate any violation of local, state or federal law**, when such activity or violation constitutes a threat to public health or safety, and/or obstruction or resistance of law enforcement efforts against criminal activity, on or near the rental unit, common areas or appurtenances.

3. Tenant or members of the household **shall not knowingly permit, solicit, aid or abet activities on or near the rental unit, common areas or appurtenances, which facilitate any violation of local, state, or federal law**, when such activity or violation constitutes a threat to public health or safety or which constitute a breach of the peace or disorderly conduct. Should the tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant, or his/her household, violate any provisions stated herein on or near the rental unit, common areas or appurtenances, such a violation of shall constitute a material noncompliance with the lease and shall further constitute grounds for termination of tenancy and eviction.

4. Tenant, any member of the tenant's household or a guest, or another person under the tenant's control **shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance**, at any locations, whether on or off the dwelling unit premises or otherwise.

5. Tenant, any member of the tenant's household, or a guest or another person under the tenant's control **shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating, assault**, including, but not limited to, **the unlawful discharge of firearms**, on or off the dwelling unit premises, **or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage**.

6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for **immediate termination of the lease**. Unless otherwise provided by law, proof of violation **shall not require criminal conviction, but shall be by a preponderance of the evidence**.

7. Proof of violation shall not require criminal conviction, but the tenant understands and agrees that an arrest (supported by admissible corroborating evidence that criminal activity in violation of the above provisions has occurred) for a described violation or criminal activity in violation and grounds for termination of tenant's tenancy and occupancy.

8. In addition, commission of City ordinance violations on three (3) or more separate occasions in a six (6) month period or on six (6) or more separate occasions in a twelve (12) month period when such violations constitute threats to public health or safety, or which constitute a breach of the peace or disorderly conduct shall be good cause for termination of tenancy.

9. Should tenant or occupant, on one or more occasions, use or permit the use of the rental property for the commission of a felony or Class A misdemeanor under the laws of the State of Illinois, **the landlord shall have the right to void the lease and recover the rental unit or rental property pursuant to 735 ILCS 5/9-120.**

10. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

11. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Tenant.

12. NOTE: A TENANT WILL NOT BE IN VIOLATION OF THIS LEASE OR SUBJECT TO EVICTION FOR CONTACTING THE POLICE, OR FOR SEEKING OTHER PUBLIC SERVICES, AS A CRIME VICTIM OR CONCERNED PERSON. A TENANT WILL NOT BE IN VIOLATION OF THIS LEASE OR SUBJECT TO EVICTION FOR REPORTING ACTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSULT OR STALKING. A TENANT IS ENCOURAGED TO REPORT THESE CRIMES WITHOUT FEAR OF HIS/HER STATUS AS A TENANT.

Tenant's Signature

Date: _____

Tenant's Signature

Date: _____

Tenant's Signature

Date: _____

Landlord's/Property Manager's Signature

Date: _____

CITY OF MARKHAM

SELF INSPECTION CHECKLIST

*In the space provided, indicate the status of the item checked by filling-in **YES** for compliance, **NO** for non-compliance or **N/A** for not applicable. **This is general list inspectors use and is not an all-inclusive list of violations that may or may not be noted.***

EXTERIOR

***** ALL EXTERIOR ITEMS INCLUDE GARAGES AND ACCESSORY BUILDINGS *****

- _____ 1. Address located front and rear, 4" height, contrasting color, no script.
- _____ 2. Sidewalks/driveways (tripping hazard, uneven, severely deteriorated).
- _____ 3. Cars parked on grass or area not paved/gravel.
- _____ 4. Grass/weeds (grass under 6", excessive weeds growth including parking lot)
- _____ 5. Garbage/rubbish (loose garbage not in cans or receptacles, rubbish accumulating)
- _____ 6. Condition of roof (shingles, flashing, holes, sagging, rotting wood soffit and fascia)
- _____ 7. Gutters/downspouts (sagging, missing, improper drainage, connected sewer)
- _____ 8. Peeling, blistering or cracked paint
- _____ 9. Rotten wood or damaged siding
- _____ 10. Tuck-pointing of brick walls and chimney.
- _____ 11. Windows (boarded-up, cracked, broken, missing, glazing, operation)
- _____ 12. Screens (Missing, torn)
- _____ 13. Lighting (operational, globes over lights, mounted to building)
- _____ 14. Outside faucet (leaking, backflow preventer or anti-siphon)
- _____ 15. Outlets on the exterior are GFCI protected
- _____ 16. Porches and decks (missing railings, loose, missing or rotten boards, stability)
- _____ 17. Stairs and steps (condition of walking surface)
- _____ 18. Handrails (required with more than 4 risers, must have turn in at ends)
- _____ 19. Guards (36" height, 4" spread)
- _____ 20. Fence (damaged, missing sections, gate opens/closes easily)
- _____ 21. 100 Amp electric service

GARAGE/SHED

- _____ 1. Plug provided for garage door opener; no extension cords allowed.
- _____ 2. All plugs under 7' in height must be GFCI protected
- _____ 3. Floor (heaving, deteriorated)
- _____ 4. Service door in good working condition
- _____ 5. Overhead door in good working condition

INTERIOR

- _____ 1. Entry and screen doors in good working order
- _____ 2. Double keyed deadbolts
- _____ 3. Electric is on
- _____ 4. Switch covers and outlet plates.
- _____ 5. Plugs (3 prong, not painted)
- _____ 6. GFCI within 6' of water source and laundry room with tub
- _____ 7. Flooring (condition, solid)
- _____ 8. Stairs (condition of walking surface)
- _____ 9. Handrails (required with more than 4 risers, must have turn in at ends)
- _____ 10. Guards (36" height, 4" spread)
- _____ 11. Interior walls (paint, holes, graffiti)
- _____ 12. Kitchen cabinets (condition, cleanliness)
- _____ 13. Water is on
- _____ 14. Plumbing fixtures (operational, pressure, toilet flushes, plugs for all sinks)
- _____ 15. General sanitation
- _____ 16. Rodent/insect infestation
- _____ 17. Smoke detectors (inside every bedroom, every floor, operational).
- _____ 18. Carbon monoxide detector (within 15' of any bedroom, operational)
- _____ 19. Flammable storage inside building
- _____ 20. Water heater (metal pressure relief pipe, 6" from floor)
- _____ 21. Flue pipes (screwed together, good repair)
- _____ 22. Gas shut off valve (kitchen/laundry/accessory, capped, in same room and within 6' of appliance)
- _____ 23. Electric boxes (cover, no open slots)
- _____ 24. Individual electric circuits in boxes labeled.
- _____ 25. Lighting (all light fixtures must be operational)
- _____ 26. Basement sleeping rooms present without escape window.