



# **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

Dear Rental Property Owner,

As owner of rental property in the City of Markham you are required to be licensed annually per Chapter 121 of the Markham Code of Ordinances. A rental property refers to any single-family dwelling, two-dwelling unit building, apartment building, or mixed used properties that are non-owner occupied.

Annual Rental Registration licenses are valid from May 1<sup>st</sup> to April 30<sup>th</sup> for each fiscal year. The license fee for single-family dwelling, two-dwelling unit building, and apartment buildings are \$70.00 provided that a valid landscape affidavit is submitted. If a valid landscape affidavit is not submitted, the fee is \$500.00. Mixed used properties please inquire. **Penalties will be charged if the application is not received by May 1<sup>st</sup>. Any past due debt owed to the city shall be paid before the owner can register the property.**

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

A valid Certificate of Occupancy is required to rent your property out. Anytime a new tenant moves into the property, you must obtain a new Certificate of Occupancy. The cost of an occupancy inspection is \$125.00. If you are unsure if you have a valid Certificate of Occupancy on file, please contact our office. Landlords renting without a valid Certificate of Occupancy will be fined. Also attach a copy of the signed Crime Free Lease Addendum with each new occupancy.

For your property to be in compliance with the City of Markham, you are required to complete the following: submit a completed application, schedule and pass the inspection, and attend the Crime Free Housing Program Seminar. For information pertaining to the Crime Free Housing Program Seminar please call the Markham Police Department at (708) 331-2161.

A separate complete packet for each property shall be submitted that includes: **an application, property management letter or real estate agreement, deed, copy of driver's license, signed lease agreement, signed crime free lease addendum by you and your tenants, and notarized landscape affidavit.** This includes listing of all tenants over the age of 18 on the back of page. **Packets that are missing documents or applications that are not filled out completely will not be accepted.** Once a completed application is received and fees are paid, we will schedule your annual inspection.

For more information or any questions, please contact the Building and Housing Department at (708) 331-4905, Ext. 314. Additional forms can also be downloaded at [www.cityofmarkham.net](http://www.cityofmarkham.net).

Sincerely,

*City of Markham*



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**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     Change of Address/Phone     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 20-0-2281 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](http://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 \$ _____
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 Email: housing@cityofmarkham.net

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**

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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<b>OFFICE USE</b>	
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 2022-2023 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.

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 \_\_\_\_\_  
 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 \_\_\_\_\_  
 20\_\_\_\_.

Notary Public Signature: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_



## 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