



Building Department
Village of Evergreen Park
9418 S. Kedzie Ave.
Evergreen Park, Illinois 60805
(708) 229-3333 e-mail: rnix@evpkadm.org

REGISTRATION # _____

RESIDENTIAL RENTAL PROPERTY REGISTRATION

Date of Application: _____ PIN# _____

Address of Building: _____

Legal Owner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: () _____
Business Phone: () _____
Email Address: _____

Authorized Agent Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: () _____
Business Phone: () _____
Email Address: _____

Type of Building: Single Family _____ Apartment _____ Condo _____

Number of dwelling units: _____ Issuance Date: _____ Fee (\$): _____

Current Homeowner's Exemption for This Property? _____ Yes _____ No

I hereby certify that the information provided is an accurate representation of the facts on the date of the application.

REGISTRATION FEE & CURRENT LEASE MUST ACCOMPANY FULLY COMPLETED APPLICATION

After June 1, Registration Fee is doubled and a \$150 fine will be issued.

I acknowledge that I have received, read, and agree to comply with all
Residential Rental Registration Supplements, policies, and applicable Village ordinances.

Village Ordinance no. 27-2025 ☐ Rental Property Standards ☐

Signature: _____ Date: _____

Fee Schedule

Single Family Residence	\$150	_____
S/F Res Townhome, Condo or Duplex unit	\$150	_____
Multi-family bldg.	\$100/bldg. + \$50/unit	_____
Authorized Agent (if applicable)	\$25	_____
SUBTOTAL		_____
Amount double after 6/1		_____ x2
TOTAL		_____

ORDINANCE NO. 27-2025

**AN ORDINANCE AMENDING CHAPTER 5, BUILDINGS
AND BUILDING REGULATIONS, OF THE EVERGREEN
PARK MUNICIPAL CODE BY AMENDING ARTICLE VII,
RENTAL HOUSING, AND DELETING ARTICLE XI,
SHORT-TERM HOUSING RENTALS**

KELLY BURKE
Mayor

NORMAN ANDERSON
CAROL E. KYLE
MARK MARZULLO
JAMES A. McQUILLAN
JEANNIE OLSON
MARK T. PHELAN
Trustees

KELLY DUFFY
Village Clerk

LOUIS F. CAINKAR, LTD.
Village Attorney

ORDINANCE NO. 27-2025

AN ORDINANCE AMENDING CHAPTER 5, BUILDINGS AND BUILDING REGULATIONS, OF THE EVERGREEN PARK MUNICIPAL CODE BY AMENDING ARTICLE VII, RENTAL HOUSING, AND DELETING ARTICLE XI, SHORT-TERM HOUSING RENTALS

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Evergreen Park, Cook County, Illinois, as follows:

Section 1

That Chapter 5, Buildings and Building Regulations, Article VII, Rental Housing, of the Evergreen Park Municipal Code be amended to read as follows:

ARTICLE VII. RENTAL HOUSING

DIVISION I. REGISTRATION OF RENTAL HOUSING

Sec. 5-350. Definitions.

For the purposes of this Article, the following terms are hereby defined:

- (a) *Abandoned Dwelling*: A dwelling unit, building, structure, property, or part thereof that has not been actively used for its intended, designed, or permitted purpose for a period of twelve (12) consecutive months, or for a cumulative period of eighteen (18) months during any three (3) year period.
- (b) *Abandoned Use*: A non-conforming use within a dwelling unit, building, structure, property, or part thereof, that has been discontinued for a period of twelve (12) consecutive months, or for a minimum of eighteen (18) months during any three (3) year period.
- (c) *Apartment*: A unit within an apartment building.
- (d) *Apartment Building*: A residential building containing three or more dwelling units. An apartment building may also be classified as a multi-family dwelling.
- (e) *Approved*: Having received approval of the Village of Evergreen Park Building Department.
- (f) *Bedroom*: A room within a dwelling unit capable of being used for sleeping purposes, having a closet and an openable window, and meets the minimum square footage requirements as described in the Property Maintenance Code.
- (g) *Building Commissioner* means the building commissioner of the village or any person employed by the building department and authorized to act by the building commissioner.
- (h) *Dangerous Buildings, Structure, or Premises*: Any building, structure or premises that has become or remains in an unsafe or dilapidated condition so to pose a danger to public health, safety or welfare.
- (i) *Dwelling Unit*: means any part of a building containing individualized cooking, sleeping and sanitary facilities which is designed to be occupied or intended for use by one household.

- (j) *Family*: An individual, or two or more persons related by blood, marriage or adoption, living together as a single household unit; or a group of not more than four (4) persons not related by blood, marriage or adoption, living together as a single household unit.
- (k) *Grandfathering*: Permitted use of a previously existing nonconformity.
- (l) *Habitable Room*: Any room meeting the requirements of this Article for living, sleeping, cooking or dining purposes, but not including bathrooms, pantries, hallways, storage areas, utility rooms, or unfinished cellars/basements, or attics.
- (m) *Household*: see Family
- (n) *Immediate Family*: Kinship members including:
 - i. Mother: a female parent
 - ii. Father: a male parent
 - iii. Son: a male child of the parent(s)
 - iv. Daughter: a female child of the parent(s)
 - v. Brother: a male child of the same parent(s)
 - vi. Sister: a female child of the same parent(s)
 - vii. Grandfather: a parent's father
 - viii. Grandmother: a parent's mother
 - ix. Grandson: a child's son
 - x. Granddaughter: a child's daughter
- (o) *Imminent Danger*: A condition which could cause serious or life-threatening injury or death at any time.
- (p) *Landlord*: The landowner, lessor, or sublessor of Rental Residential Property.
- (q) *Lease*: See Rental Agreement
- (r) *Lessee*: See Tenant.
- (s) *Multi-Family Residence*: A single building that is set up to accommodate more than one family living separately. The units are attached along and sharing one or more common walls and one or more shared common corridors. This definition does not include townhouses.
- (t) *Occupant*: A person who lives in a dwelling unit. An occupant who is not an individual owner is a tenant.
- (u) *Owner*: the legal title holder or holders of the realty, except, (1) if legal title is held by an Illinois land trust, owner shall mean the beneficial owner or owners of the land trust; and (2) if there is a purchaser or purchasers under a real estate installment sales contract, owner shall mean the purchaser or purchasers. Owner shall also include any mortgagee in possession of the realty.
- (v) *Owner's Agent*: A person eighteen (18) years of age or older who maintains a primary residence (as defined herein) or an office for the purpose of transacting business in the village and is customarily present to perform the duties of managing agent on a full-time basis whether the rental unit is occupied or not.
- (w) *Primary Residence*: A dwelling unit maintained and occupied on a routine basis by at least one individual owner more than 50% of the year and can be proven to be that individual owner's legal residence through tax records or other official documents filed with the state or federal government. A residence occupied by its owner 50% or less of the year is classified as a "Secondary Residence."

- (x) *Property Maintenance Code* means the code in effect pursuant to Sec. 5-8 of the Evergreen Park Municipal Code.
- (y) *Quadrant Northeast: the area bounded by Rockwell Avenue on the east, Kedzie Avenue on the West, 87th Street on the north and 95th Street on the south.*
- (z) *Quadrant Northwest: the area bounded by Kedzie Avenue on the east, Pulaski Avenue on the west, 91st Street on the north and 95th Street on the south.*
- (aa) *Quadrant Southeast: the area bounded by Western Avenue on the east, Kedzie Avenue on the west, 95th Street on the north and 99th Street on the south.*
- (bb) *Quadrant Southwest: the area bounded by Kedzie Avenue on the east, Pulaski Avenue on the west, 95th Street on the north and 99th Street on the south, and Kedzie Avenue on the east, Central Park Avenue on the west, 95th Street on the north and 103rd Street on the south.*
- (cc) *Registration:* The process by which an owner submits an application for a license to operate one or more rental units in the village. All rental units must be licensed and registered to be occupied by tenants. A license and occupancy may be refused or revoked by the village on units not in compliance.
- (dd) *Rental Residential Property:* See Residential Rental Housing.
- (ee) *Rental Unit:* An independent dwelling unit not occupied by the owner as a primary or secondary residence. See "Residential Rental Housing" definition.
- (ff) *Rental Agreement* means an oral or written lease or agreement containing the terms of occupancy of a dwelling unit by a tenant.
- (gg) *Renter:* A Tenant (see Tenant).
- (hh) *Residential Rental Housing:* a dwelling, townhouse, condominium, dwelling unit, rooming unit, building, premise or structure for residential use by a person or persons who is not the legal owner of record. Units occupied by immediate family as herein defined are not considered residential rental housing. This Article is not intended to, and does not, apply to hotels, motels, nursing homes or assisted living facilities.
- (ii) *Rental Manager:* means a person who is not the owner of property, who receives compensation for managing any rental housing.
- (jj) *Secondary Residence:* A dwelling unit occupied by an owner less than 50% of the year and occupied by no one else at any time except for individuals related by blood or marriage when the owner is actually present.
- (kk) *Tenant:* A person not the owner who occupies a dwelling unit with the consent of the owner for monetary or non-monetary consideration.

Sec. 5-351. Rental Housing Registration Required.

The owner of any building used as residential rental housing shall file a rental registration license application with the building department for each residential rental property. Prior to engaging in the business of renting any dwelling unit to the public or operating a rental dwelling or dwelling unit, every owner of a rental residential property, whether occupied or vacant, shall file with the village a completed license application for the unit and owner's registration form including the appropriate fee for each residential rental property and rental unit. The rental registration license application shall be on a form provided by the building department. Only one registration statement is required for each rental residential property provided that the names of all owners are listed thereon.

Sec. 5-352. Residential Rental License Application Required Information.

The Residential Rental License Application form shall contain the following information:

- (a) A description of the premises by street address and Property Tax Identification Number.

- (b) The name, street address, and telephone number of each owner of the building. If the owner is a partnership, limited liability company, corporation or similar entity, the statement shall include the name, street address, telephone number and position of the responsible partner, manager or officer. If the property is held in a land trust, the names and addresses of all beneficiaries must be disclosed. The designated agent shall be authorized by the owner in writing to accept service of any village notices on behalf of the owner, including appointment letters, notices of code violations, court process or any other communication or correspondence in connection with the administration and enforcement of this Article and other provisions of the Evergreen Park Municipal Code.
- (c) The name, address and twenty-four (24) hour contact information of the owner's agent.
 - i. When a rental unit is owned by more than one individual or is owned by an entity that is not a natural person, an owner's agent must be designated. No owner's agent may be designated who is responsible for more than 8 dwelling units unless the rental units are part of a rental only development that was approved as a rental development by the village board of trustees.
 - ii. The village shall be notified in writing within ten (10) days after any change of the owner's agent.
 - iii. An owner with a designated "owner's agent" who is found not to be customarily available or able to perform the duties as defined shall designate a different individual who is able to properly fulfill the requirements within ten (10) days of being notified of the deficiency.
 - iv. The signature of the owner or the owner's agent.
 - v. For the purposes of an emergency response to a residential rental property, the owner or owner's designated agent must be located within fifteen (15) miles of the village corporate limits for building and tenant emergencies. This person must be listed on the license application and registration form and readily accessible to the tenant, village officials and members of the village building, police and fire departments.

Sec. 5-353. Time for Registration.

- (a) Registration shall be effective for a period of July 1 through June 30 thereafter. Applications for residential rental license registration renewal must be filed at least thirty (30) days prior to the registration expiration date. A failure to renew an existing residential rental license and registration will result in an additional charge as specified in this Article.
- (b) New Owner Registration: any person becoming an owner of an existing registered rental unit shall file a complete license application and registration form within thirty (30) days of the property transfer; however, the new owner will not be required to pay the license and registration fee until the next annual license and registration period if the previous owner had registered the property and paid the appropriate fee for that license year.
- (c) Notification of Sale: a residential rental license is non-transferrable to another person or to another rental dwelling unit. Every person holding a residential rental license must give notice in writing to the village within five business days after having legally transferred or otherwise disposed of the ownership or legal control of any registered/licensed rental dwelling. Such notice must include the name, address and contact information of the person succeeding to the ownership or control of such rental dwelling or dwellings.
- (d) New Rental Unit Registration: rental units must be registered within thirty (30) days after construction, conversion from owner-occupancy, or any other change from non-rental status.

Sec. 5-354. Rental Housing Registration Fee.

The annual residential rental license registration fee for residential rental housing shall be paid to the village by the building owner (or owner's agent) for each separate rental unit as defined by Section 5-350 of this Article as follows:

- (a) \$150.00 for each detached single-family residential dwelling unit.
- (b) \$150.00 for each attached single family residential townhome or duplex dwelling unit.

- (c) \$100.00 per building plus \$50.00 for each dwelling unit within the same structure containing two or more dwelling units.
- (d) Delinquent fees, fines, charges, including water, sewer, refuse, and any other amounts due to the village by the owner in part or in whole must be paid before the owner can register any rental property.

The annual registration fee due for any additional dwelling units purchased or converted to rental subsequent to July 1 shall be due within 30 days after the dwelling unit was purchased or converted to rental. Late registration fees for statements filed after July 1 of each year or 30 days after a dwelling unit was purchased or converted to rental shall be twice the normal registration fee. Registration fees shall not be prorated. Violations not corrected will be subject to citation and fine. Inspection certificates and associated inspection and reinspection fees for each residential rental license are set forth in Sec. 5-370, and reinspection fees are in addition to the rental housing registration fees set forth in this section.

Secs. 5-355 – 5-359. Reserved.

DIVISION 2. REGISTRATION OF RENTAL MANAGERS

Sec. 5-360. Rental Manager Registration Required.

No person shall act as a rental manager of rental housing without having filed a registration statement. A rental manager shall file a registration statement which shall contain the following information:

- (a) The name, street address, and telephone number of the rental manager. If the rental manager is a partnership, limited liability company, corporation, or similar entity, the statement shall include the name, street address, telephone number and position of the responsible partner, manager or officer. The person designated shall be authorized to receive service of process on behalf of the rental manager.
- (b) The street address and permanent index number of all buildings for which it acts as rental manager.

Sec. 5-361. Time for Registration.

The registration statement shall be filed no later than June 1 of each calendar year. In the event that the rental manager is employed with respect to rental housing for any property after the registration statement is filed, then the rental manager shall file an amended registration statement within 20 days after such new employment, which amendment shall list the street address and permanent index number of such building. Registration shall be effective for a period of June 1 through May 31 thereafter.

Sec. 5-362. Rental Manager Registration Fee.

The annual registration fee for a rental manager shall be \$25.00 for each dwelling unit managed and shall be paid at the time of filing the registration statement (or amendment thereto), provided that the registration statement is timely filed. The annual registration fee shall be due for any additional dwelling units placed under management subsequent to July 1, which additional registration fee shall be due within 30 days after the dwelling unit was placed with management. The registration fee for a late registration statement filed after July 1 of each year or after 30 days after the dwelling unit is being managed shall be \$50.00 for each dwelling unit. Registration fees shall not be prorated.

Sec. 5-363. Occupancy, License, and Registration.

- (a) No dwelling unit may be occupied by other than the owner or owner's immediate family members who do not pay rent without having been licensed, registered and inspected. The provisions of this section apply for registration and corresponding inspections of any rental unit within the village. Residential rental housing licenses shall be capped at 10% of the then existing dwelling units in any Quadrant, regardless of housing type (whether detached, attached, or multi-family). Dwelling units developed and approved through the village's development approval process as rental units, dwelling units owned and rented by individuals on active military duty are exempted from the cap, though subject to the licensing requirement. The building commissioner or his or her designee will develop rules for the implementation of the Rental Housing

Registration Program, including rules regarding non-conformance in the initial implementation of the program. Occupancy limits shall be determined by the applicable village codes. No person, corporation or business entity of any kind or nature whatsoever, shall engage in the business of renting any dwelling unit to the public unless a valid and current residential rental license has been issued by the Building Commissioner for the specific location. This section is not intended to apply to licensed professionals acting as brokers or agents unless licensed professionals are owners or managers of property subject to this Article. No person shall rent or occupy a dwelling unit unless a current valid license has been issued for that specific location. This licensing requirement shall not apply to group homes governed by the Specialized Living Centers Act, 405 ILCS 25/1 et seq., dealing with the developmentally disabled, or other similar uses governed by state or federal laws, rules or regulations. No residential rental housing licenses shall be issued or renewed unless the owner or owner's agent agrees in the application to the inspections as may be required pursuant to this Article. Any landlord found in violation of this Article will, in addition to any applicable and assessed fines, be prohibited from applying for any rental license in the village for a period of one (1) year.

- (b) The owner or owner's agent must be physically present at any time that an unleased dwelling unit is accessed by one or more potential lessees. Lockboxes are prohibited for the purpose of allowing prospective tenants access to a rental unit.
- (c) The owner, owner's agent or rental manager must report a vacant or unoccupied rental unit to the village within seven days of discovering the unit is vacant or unoccupied and shall inspect the rental unit each week to verify the rental unit is secure and not occupied by unauthorized individuals. The village may request weekly inspection reports for such vacant or unoccupied rental units.

Secs. 5-364-5-369. Reserved.

DIVISION 3. INSPECTION CERTIFICATE FOR RENTAL HOUSING

Sec. 5-370. Inspection Certificate Required.

No person shall own or operate any residential rental housing unless a current unrevoked inspection certificate shall be in effect for such property. Inspection certificates shall be valid for a period of 12 months from issuance, provided that the rental housing has not changed ownership. The annual fee for an inspection certificate is included in the residential rental license fee and covers one inspection of the rental unit. Each additional reinspection shall be charged at the rate of \$50.00 per inspection.

Sec. 5-371. Issuance of Inspection Certificate.

An inspection certificate shall be issued by the building commissioner after the rental housing has been inspected after the registration of such rental housing as required by Division 1 hereof. An inspection certificate shall be issued if the building commissioner determines that the rental housing complies with the provisions of the Property Maintenance Code.

In the event that an inspection or other evidence shows that the rental housing does not comply with the Property Maintenance Code, the building commissioner shall issue a deficiency report and allow the deficiencies to be corrected. All deficiencies set forth in a deficiency report shall be remedied and brought into compliance within the period of time set forth therein. A reinspection of the rental housing shall be made and an Inspection Certificate issued if the rental housing is brought into compliance.

Sec. 5-372. Revocation of Inspection Certificate.

The building commissioner may revoke any Inspection Certificate if violations of the Property Maintenance Code exist. Notice of revocation shall be issued to the owner of the rental housing and provide for a period of 7 days for the owner to remedy the violations and to respond in writing concerning the violations. In the event that the owner requests a hearing in writing within the 7-day period, the building commissioner shall grant a hearing before revoking any Inspection Certificate.

The owner shall have the right to appeal the revocation to the Mayor by filing a written notice of appeal within 7 days of the receipt of the final decision by the building commissioner. The Mayor shall conduct a hearing after

providing notice to the owner and shall make a determination as to whether violations of the Property Maintenance Code exist such that the Inspection Certificate shall be revoked.

Sec. 5-373. Failure to Possess Inspection Certificate.

In the event that an inspection certificate is revoked or in the event that rental housing is operated without an inspection certificate, no new tenants shall be permitted to occupy the rental housing and no new rental agreements shall be renewed or entered into. All tenants shall vacate the premises within 30 days after a notice to vacate is posted by the village. No tenant shall be required to pay any rent for the period of time that an inspection certificate has been revoked or for the period of time that the rental housing is operated without an inspection certificate.

DIVISION 4. RESIDENTIAL RENTAL AGREEMENTS AND LEASES

Sec. 5-374. Written Rental Agreements or Leases Required.

All rental agreements or leases for residential property must be for a period of at least 90 days and must be in writing and shall be entered into within 30 calendar days of the commencement of such rental. The lessor shall provide an executed copy of the written lease to each tenant within 7 calendar days after final execution thereof. All leases shall contain such provisions as required by this Article. An oral lease or license, regardless of the length thereof, to occupy residential property is invalid and not permitted.

Sec. 5-375. Maintenance of Written Rental Agreements or Leases.

The landlord shall maintain a copy of all written leases and shall provide a copy of such written leases to the village along with the rental registration license application or at any time requested by the village. Electronic copies of written leases may be submitted.

Sec. 5-376. Provisions of Written Rental Agreements or Leases.

All written rental agreements or leases shall contain the following information:

- (a) Full name and contact information for each tenant on the rental agreement or lease.
- (b) The names of all persons other than a tenant permitted the dwelling unit pursuant to the rental agreement or lease.
- (c) The maximum occupancy levels permitted in the dwelling unit based upon the Property Maintenance Code.

Sec. 5-377. Maximum Occupancy.

The landlord shall not enter into any leases which will cause the dwelling unit to be occupied by more persons than allowed under the provisions of the Property Maintenance Code. Prior to entering into any lease, the landlord shall advise the prospective tenant as to the maximum occupancy allowed under the Property Maintenance Code. It shall be unlawful for any tenant to occupy any dwelling unit such that the occupancy is by more persons than allowed under the provisions of the Property Maintenance Code.

Sec. 5-378. Rental Premises.

The rental of bedrooms, sleeping rooms, or portions of a dwelling unit or swimming pools, yard, or garages on residential property is prohibited. All rentals must apply to the complete dwelling unit and zoning lot such that no property shall be operated similar to a boarding house, dormitory or other similar use. No separate dwelling unit shall be allowed below grade.

Sec. 5-379. Invalidity of Lease.

Any lease entered into which does not comply with the provisions of this Division shall be null and void, and any tenancy thereunder shall be illegal.

DIVISION 5. ADMINISTRATION AND ENFORCEMENT

Sec. 5-380. Enforcement.

The building and police departments shall administer this Article. These departments may delegate such duties and responsibilities in connection with the administration and enforcement of this Article to such persons as are appropriate for conformance through respective department chain of command. The building commissioner or the chief of police, may, when circumstances dictate, call upon the police department, fire department, county, state or other authorities, agencies, to identify and remedy conditions in rental housing which constitute violations of this Article or other duly enacted ordinances, regulations, or laws as applicable.

Sec. 5-381. Access for Inspection.

Upon presentation of proper credentials, village authorized representatives may enter at reasonable times after giving notice to the landlord of any building, structure, or land within the village to perform the duties imposed by this Article. Reasonable notice for required scheduled inspections shall be defined as a minimum of ten (10) calendar days advance written notice. It shall be the responsibility of the landlord to notify the tenant(s) of inspection appointments, arrange access with the tenant (s) and provide access to all units. In the absence of the building landlord or landlord's agent, an adult at least eighteen (18) years of age must be present during the inspection.

- (a) Revocation of Registration: Units not made accessible for inspection (or otherwise not inspected) in accordance with this Article shall be in violation and shall not be licensed/registered or shall have the applicable license or inspection registration revoked.
- (b) Residential Rental Property Complaints: In the case of a complaint of a potentially life or health threatening condition(s) or a property maintenance violation from any source, the village may promptly inspect or investigate without prior notice, except that notice of such inspection or investigation shall be provided to the landlord or agent as soon as reasonably possible.
- (c) Inspection Areas: Rental property inspections will include a physical inspection of the rental residential property including the interior of all rental units, building exterior, exterior structures such as garages and storage areas, common areas, basements/cellars, laundry areas, electrical, plumbing and storage areas, as deemed appropriate by the inspector/code enforcement official with the exception of personal items.
- (d) Denial of Access: Except in the case of an emergency, if a tenant or property owner denies an inspector access to a rental property, the building commissioner or his/her designee shall apply to the Circuit Court for the issuance of an administrative search warrant for inspections under this Article.
- (e) Required Inspections: In addition to annual inspections, residential rental property inspections will be based upon complaints received and will be conducted as determined necessary by the village .

Sec. 5-382. Violations.

Violations of this Article and fines shall be as stated in this Chapter or as specified in Section 1-9 of the Evergreen Park Municipal Code if no fine is stated in this Chapter.

- (a) Time Limit for Removal: When a licensing inspection of a rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the inspector/code official. In establishing a compliance time frame, the inspector/code official shall determine the reasonable minimal time necessary to correct the violations based upon the number and severity of the violations. The village shall send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent license application. The notice shall include the following:
 - i. Description of the property sufficient for identification.
 - ii. A statement listing the violations of applicable codes.
 - iii. The date upon which the licensing reinspection will occur.

- iv. An explanation that if upon completion of the licensing re-inspection, the requirements of applicable village codes have not been met, it will be recommended to the building commissioner that the license be suspended or revoked.
- (b) Immediate Action: Notice of violations involving imminent danger to the life, safety, health, welfare and/or property of the landlord and/or tenants may be made by any means reasonably calculated to provide actual notice, which shall include but not be limited to personal delivery, registered or certified mail, or posting of an appropriate notice on the premises.
- (c) Occupancy Denial: In the case of imminent danger or fire hazard, structural failure or danger of imminent collapse, interruptions or failures in plumbing, heating, electrical systems, or other hazardous health situations, the village may order immediate repair or correction and may order the premises vacated pending such repair or correction.
- (d) Citation Issuance: If at the conclusion of the period established for corrective action, the violation has not, in the village's reasonable judgment, been satisfactorily corrected, then the village may issue citations in accordance with provisions of this Article, suspend or revoke the license for the affected unit or units, and have the rental unit vacated. Citations for local municipal violations are adjudicated through the Village of Evergreen Park Administrative Adjudication of Non-Vehicular Code Violations, Chapter 12, Article X.
 - i. Units vacated under this subsection shall be posted with signs indicating that the unit has been determined to be "Illegal," or if applicable "Unfit for Habitation" and that occupancy is prohibited until the rental unit has been inspected to verify that the violation has been corrected.
 - ii. Any person who defaces or removes a posted sign as described in 4a above without the approval of the village shall be in violation of this Article.
- (e) Time Limit to Vacate a Building or Unit: If notification has been presented to the landlord that the property is not properly licensed or that the license has been suspended or revoked, the rental property or properties shall be vacated within sixty (60) days of notification by the village.
 - i. If said property is not vacated within the sixty (60) day period, the landlord will be responsible for all fines as set forth in this Article. Citations will be issued with a mandatory court appearance.
 - ii. Notification will be either personally delivered or mailed to the landlord or property agent as listed on the most recent registration application. This notice to the tenants and occupants will be posted:
 - A. You are hereby notified that the license for this structure has been revoked or the owner has failed to license this residential rental property pursuant to Chapter 5, Article VII of the Evergreen Park Municipal Code.
 - B. You must vacate this structure within sixty (60) days of the date of this notice.
 - C. If you fail to vacate this structure, you will be in violation of the above-mentioned Code and subject to penalties and fines with a minimum of \$250.00 and a maximum of \$1,000 for each day you are found to be in violation with a mandatory court appearance.
- (f) Hearing/ Right of Appeal: Whenever a property owner receives notice of a permit denial, suspension or threatened revocation and required vacating of a license issued under this Article, the licensee shall have the right to request a hearing. The request shall be made within seven (7) days of receipt of the notice. The request shall be made by certified or registered mail, overnight courier or hand delivery to the Village Clerk's Office. Whenever a request for a hearing is made, the Mayor shall call a hearing by the procedures in Section 11-111 of the Evergreen Park Municipal Code.
- (g) Unfit Properties: The village may prohibit persons from entering or occupying, except for repair related activity, any Rental Unit, building or structure, including utility and accessory structures, found to be unfit, found not to comply with village codes or ordinances, or that poses dangerous, unsafe, or unhealthy conditions for the building's occupants, passers-by, or the general public. Unfit properties shall be posted with appropriate language that prohibits occupancy. Any person, not the owner, who enters, occupies, uses or any person, including the owner, who permits others to enter, occupy or use the structure after such a

posting shall be charged with trespassing (Section 12-96 of Evergreen Park Municipal Code). Each day the Rental Unit building or structure is entered, occupied or used following such a posting shall be considered a separate offense.

Sec. 5-383. Penalties.

Any person, firm, corporation, or other entity violating any provision of this Chapter shall be subject to the penalties of all applicable codes and such person, firm, corporation, or other entity shall be deemed guilty of a separate offense for each and every day or portion thereof during which such violation is committed, continued, or permitted, and upon finding that a violation has occurred, shall be fined in accordance with the appropriate provisions of this Chapter.

- (a) The penalty for the failure to register rental housing shall be \$750.00.
- (b) The penalty for violating the requirements of Division 4 shall be \$750.00

Sec. 5-384. Enforcement.

- (a) Rental units found to be out of compliance after an Administrative Adjudication hearing or by an appropriate court order with this or other applicable codes or ordinances shall lose rental status, shall have the license and registration refused or revoked, and shall not be occupied until brought back into compliance. Tenant removal shall be the responsibility of the building owner.
- (b) In addition to any other remedies provided by law, the Village may terminate water and sanitary sewer service to any building which is not registered as required by this Division.

Sec. 5-385. Effect of Ordinance Violations.

Whether rental housing complies with all codes or ordinances of the village is immaterial to the requirement to register such rental housing. Rental housing is registered without regard to code or ordinance violations, and no such registration shall be indicative of compliance with any code or ordinance of the village, except for this Article. In addition to any other remedies provided by law, the village may terminate water and sanitary sewer service to any building which is not registered as required by this Article.

Secs. 5-386 – 5-389. Reserved.

Section 2

That Article XI, Short-Term Rental Housing, Chapter 5, Buildings and Building Regulations, of the Evergreen Park Municipal Code be deleted in its entirety.

Section 3

If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

Section 4

All statutes of the State of Illinois or any parts thereof which are in conflict with the provisions of this ordinance are hereby superseded by this ordinance enacted under the home rule power of the Village of Evergreen Park.

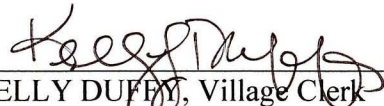
Section 5

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

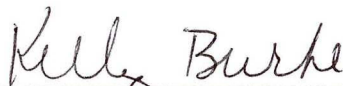
Section 6

This ordinance shall be immediately in full force and effect ten days after passage, approval and publication. This ordinance is authorized to be published in pamphlet form.

This ordinance was passed and deposited in my office the 15th day of December, 2025.


KELLY DUFFY, Village Clerk

APPROVED by me this 15th
day of December, 2025.


KELLY BURKE, Mayor



I DO HEREBY CERTIFY that this ordinance was, after its passage and approval, published in pamphlet form by authority of the Village of Evergreen Park, in accordance with law, this 15th day of December, 2025.


KELLY DUFFY, Village Clerk