

Village of Island Lake Rental Properties Guidelines



Please review the requirements below.

A Rental Registration and Inspection is required when a tenant occupies the unit. Call 847-526-8764 to register and schedule the Inspection.

Residential Rental property owners must submit an application and payment, per **Title 8, Chapter 13** of the Village of Island Lake Code. Rental Inspections are \$50 and include the registration fee.

The form can be found on our website: <https://villageofislandlake.com/forms>. Units must be "move in" ready at time of inspection or a re-inspection will be required.

- 1. Rental Renewals are the second July 1st after the registration has been approved. Late fee for renewal \$150.00 for all units.**
- 2. A \$40 re-inspection fee will be required for any FAILED inspections.**
- 3. All inspections must be done before a new tenant moves in.**
- 4. For all rental properties the Village requires a \$75 deposit fee for their water account if the account is in the tenant's name.**

For more information on Water Service Regulations, Establishment of Credit see Title 4: Public Ways Property of the Village Code [Title-4-Public-Ways-and-Property-9-2022.pdf](#), section 4-4-5.

The Rental Checklist

Interior

- ☐ **Smoke Detectors*** Required in each bedroom and one on each levels, including basement One c/o and one smoke detector required outside all bedrooms.
- ☐ **Electrical** Panel must be labeled. No extension cords to door openers, AC Units or any fixed appliance extension cords should be rated and used for temporary loads, No exposed ☐ Wiring, All openings and knockouts in electrical boxes must be covered. Electrical Outlets must be operable and covered.
- ☐ **Water Heater/Furnace:** Black Pipe required for gas supply (No Flex) discharge pipe for pressure relief valve must terminate 6" from floor, water heater set at 115 degrees or lower, water heater and furnace must be in enclosed area.
- ☐ **Drywall Fire separation** is required on garage side of living area walls and ceiling.
- ☐ **Fire door** with Self-Closer are required between the living area and the garage.
- ☐ **Fire extinguisher** properly mounted in visible area of kitchen
- ☐ **Mechanical and Laundry Rooms** must be clean of accumulated dust, webs, and debris, dryer duct must be cleaned and certified by contractor.
- ☐ **Appliances** in good working order: stove, dishwasher, refrigerator/freezer
- ☐ **Sump Cocks** must be sealed and lids must be bolted and secured.

Exterior

- ☐ Address #'s required on front of house and visible from street
- ☐ Dead Trees must be removed
- ☐ Screens on Windows

[Title-8-Building-Regulations-6-2024.pdf](#); [Building-Fees-Schedule-5-2025.pdf](#)

Village of Island Lake

Department of Building • Zoning • Code Enforcement
3720 Greenleaf Avenue Island Lake Illinois 60042
Phone: 847-416-7861 Fax: 847-526-1534



Rental Unit Registration Application

Date _____ 20__ Check one: Apartment ☐ House ☐ Townhome ☐ Condominium

PROPERTY OWNER INFORMATION

Type of Ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other _____

Owner/Taxpayer Name _____ Phone # _____

Email _____

Owner Address _____ City _____ State _____ Zip _____

PROPERTY INFORMATION

Rental Property Address _____ Unit# _____

Number of dwellings __ Living Area square footage _____ # of bedrooms _____

of bathrooms __ Attached garage (yes/no) _____ # of bedrooms and/or bathrooms in the basement/ attic _____

Tenant Name _____ Tenant phone # _____

Tenant move in date _____ 20__

PROPERTY MANAGEMENT INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

PERSON/PERSONS TO RECEIVE NOTICES: Owner ☐ Management ☐

ADDITIONAL RENTAL UNITS

How many additional units do you own in the Village Island Lake? ____ List additional addresses below.

Use the back of this application and/or attach an additional page if necessary.

I, the undersigned, declare that the statements made on application this are true, and understand that incomplete applications or applications containing false information will not be approved. I have also read and understand the requirements set forth in Title 8, Chapter 13 of the Village Code: [Ordinances / Resolutions | Village of Island Lake](#)) and I agree to notify the Village of any change in tenancy.

Property Owner print name _____ Signature _____