

# **Crime Free Multi-Housing**

**Refresher Course**

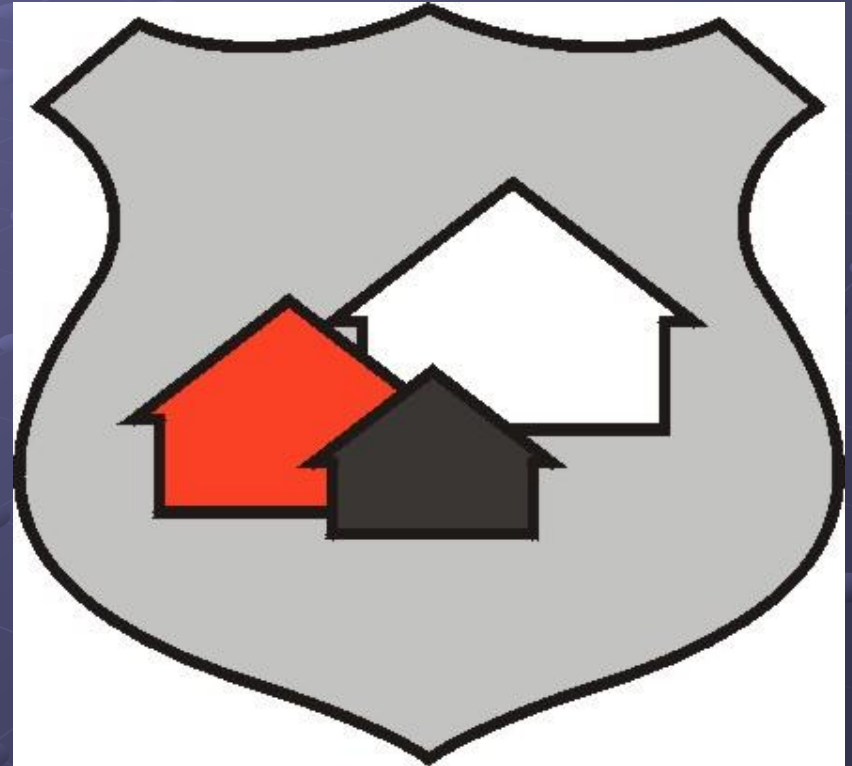
**Elk Grove Village Police**

# Village Ordinance Review

- Any property being rented out as a dwelling is required to have a rental permit.
- An owner or agent of any rental property will be required to attend a Crime Free Seminar.
- Three years after attending the seminar the owner or agent will be required to take a refresher course. (requirement is based on your license expiration date and not the date of actual attendance at the first seminar).
- The adoption and use of the Crime Free Lease Addendum is required on all rentals (regardless if a lease is used).
- Violations of Village ordinances can result in appearances at an adjudication hearing, revocation of a rental permit, fines, required evictions.

# Elk Grove Village Crime Free Program

- The Village ordinance took effect in 2014.
- Over the last three years, nearly 1000 rental owners/agents have attended a seminar.



# Does Crime Free Really mean “Crime Free”?

- No (nothing is ever guaranteed): The term “Crime Free” is a copyrighted term for the program and in no way indicates that there is “no crime.” The renters are agreeing to adhere to “crime free” principals.
  - Those involved with the program work towards improving the safety of their rental property.
  - Owners and managers properly screen their residents to ensure good law abiding citizens live on their property.
  - Steps are taken to reduce the likelihood that a criminal will live on the property or that a crime will occur on the property. Further steps are taken to remove individuals that violate village ordinance.



# Simple Steps to a Safe Rental

**Renew your  
Rental license and  
Complete the  
Requirements.**

**Educate yourself**

**Safeguard your  
investment**

**Ask for  
Help**

**Know the  
Village ordinances**

**Learn about  
Federal  
Fair Housing Laws**

**Get a security  
Survey  
from the EGVPD  
CPU**

**Keep informed  
about local crimes  
through  
FOIA**

**Use the internet as  
a resource for  
leases or  
attorneys**

**perform  
background checks  
for renters 18 yrs.  
of age or older**

# What is a Security Survey?

Security surveys are a free resource provided to the community by the Elk Grove Village Police Department Crime Prevention Unit (CPTED)

- A police officer will meet you at your rental property, walk the interior and exterior with you, make recommendations about security upgrades and prepare a report for your records.
- By taking advantage of this free service you are helping to ensure the security of your renter(s) and of your property.
- Under some circumstances you may be able to lower your home owner's insurance rates after you have completed the safety recommendations made by the officer.

# How do I obtain a background check for my renters?

Criminal background checks can be one of the best resources you have to determine if a potential applicant will be a good renter.

Remember, everyone 18 years of age or older should be subject to the background check (18 year olds are adults, not dependent's). Begin by researching screening agencies on-line (the police department does not provide this service for rental owners). Once you have found a company you are comfortable with, familiarize yourself with their policies and procedures. Make sure you have every adult sign a waiver allowing you to use their information to perform the check.

**Note:** Remember, if your renter does not have a valid social security card you will not be able to complete a background check on them.

**Note:** Never give the keys to a potential renter or allow them to sign a lease until you have completed the background checks and they have passed. Once you allow them to sign a lease and you relinquish keys to them they have legal rights to be in the unit.

# Sample Screening Agencies

- E-Renter [www.e-renter.com](http://www.e-renter.com)
- NTN Chicago [www.ntnonline.com](http://www.ntnonline.com)
- Criminal Searches  
[www.criminalsearches.com](http://www.criminalsearches.com)



# Be your own Detective!

- Go to the Illinois Department of Corrections website to see if your applicant was released from jail.
  - While your applicant has paid their debt to society and is on parole, they may have lied on their application about their past criminal history. Falsifying an application voids it.
- Know where the registered sex offenders live in town.
  - Navigate the police department website to the Illinois Sex Offender registry link.
  - Enter the town and zip code where your applicant previously lived and see if they were registered in that town.

**Just because someone has committed a crime in the past does not mean they will commit a crime in the future but your applicant's honesty and your criteria for your rental are very important.**

# Helpful Hints for Eviction...

If you need to evict or are required by ordinance to evict, here are some helpful hints.

1. It is helpful to hire an attorney, they're familiar with the courtroom setting and have done these before.
2. Begin by sending a notice to vacate. 5 day notice for non-payment of rent or a 10 day notice for a lease violation other than rent.
3. Go to Rolling Meadows Courthouse to file a complaint for a forcible entry detainer.
4. If you are simply non-renewing a lease you need to send notice to the renters 60 days prior to the expiration of the existing lease for a 1 year lease or 30 days to terminate a month to month lease.

# Have you been inspecting your rental property????

- During the initial seminar the topic of inspecting your rental property was covered. It is always important to inspect the unit to ensure the upkeep is appropriate and all security measures are in working order.
  - Check doors and windows to ensure they close and lock sufficiently.
  - Check all exterior lighting (check at night as well).
  - Visually inspect the interior of the rental. Are the renters keeping the unit clean, free of garbage/waste?
  - Repair any damage that may interfere with safety or may cause a health hazard.
  - Contact Neighborhood Services to report anything that may be a safety/ health or welfare hazard.
- Make sure to provide adequate notice to the renters before each inspection. Make sure your lease agreement clearly indicates an owner or agent can rightfully inspect the unit throughout the term of the lease.



# Most common Problems seen on rental properties over the last few years.

- Renters not paying rent on time, partial payment or failure to pay. (The economy has played a role in this). **Solution: Strong lease wording reference payment, accepting only full payments, strict enforcement of the lease when full payment is not received and careful screening of residents financial status prior to lease signing.**
- Renters allowing others not listed on the lease to move in. (very common when the unlisted renter is a parolee). **Solution: All residents including juveniles should be listed on the lease as an occupant, quarterly inspections and parking restrictions.**
- Renters allowing too many people to live in the unit causing an overcrowding issue. **Solution: Quarterly inspections and strong wording in the lease about occupancy. Notifying Neighborhood Services if overcrowding is suspected.**
- Renters committing crimes after they move in. **Solution: Prior to signing the lease, carefully explain the Crime Free Ordinance and its required enforcement. If a minor crime occurs a carefully worded letter to the lease holder detailing the possibility of eviction. If a major or drug related crime occurs, a notice to vacate for lease violations should be sent.**



# Common Misconceptions About Evictions

- If my renter does not pay their rent I can call 911 to have the police collect the money or kick them out.
  - You must follow legal eviction procedures for nonpayment of rent. The Elk Grove Village Police Department will not collect your money and do not participate in evictions.
- If the judge grants me an eviction I take it to the Elk Grove Village Police Department and have the renters forcibly removed.
  - The Elk Grove Village Police Department does not participate in evictions. All evictions in Cook County are handled by The Cook County Sheriff's Police.
- If I want my renters to move and they haven't paid rent I can shut off their electricity and heat to get them to leave quicker.
  - It is against the law to terminate electricity or heat to an apartment without a judge's order. If you terminate these services and the renter contacts the police you would be required to reactivate the services and are subject to arrest.

# Fair Housing Act

April 4, 2016

- While behavior is not a protected class this new law changes the rules for background screening.
- It is in a landlord's best interest to:
  - Consult an attorney for best practices.
  - Put a screening standard in place.
  - Run a credit and eviction check first.
  - Apply all standards equally to all applicants.

# Fair Housing Act

- Landlord standards must take into account:
  - The age of the offender when the crime was committed.
  - How long ago the crime took place.
  - What type of crime was committed.
- Landlords may only use convictions (not arrests) when screening potential renters.
- Landlords cannot use a blanket “no convictions” clause unless it clearly lists specific crimes that would be a threat to the community.
- Have the standard spelled out in rental packets so applicants are aware of the screening criteria.
- Keep detailed records of all applicants (approved and denied).



# When to Call 911

- Any medical emergency
- Suspicious people (people that you feel are out of place or acting in an “odd” manner)
- Criminal damage to your rental unit (damage that is caused on purpose and not considered normal wear and tear. Example: holes punched in the wall, graffiti, etc.)
- Domestic violence situations
- Burglary to your rental unit
- Non-emergencies that require a police report (the main number at the police department is not a non-emergency number, any time a police officer is needed for an emergency or a non-emergency you must dial 911 )

**Any time you are unsure about calling the police, always dial 911. It is always better to be safe than sorry.**



# Important Contact Numbers

- Crime Free Coordinator. 847-357-4151
- Crime Prevention Unit. 834-357-4151/4152
- All Emergency and Non-Emergency calls. 911
- Police Department main number. 847-357-4100
- Property Inspection Department. 847-357-4239
- Health Department. 847-357-4240
- Finance Department. 847-357-4055
- Rolling Meadows Courthouse. 847-818-3000