



December 2, 2021

Dear Property Owner,

In 2021, the Riverside Village Board approved a Multi-Family Residential Rental Registry Ordinance. The purpose of this program is to help protect residents and property owners from undesirable and adverse effects generated by the presence of substandard, unsafe and/or non-code compliant rental housing properties. The program involves a simple registration of each building and unit, and a scheduled inspection of each rental unit once, over the course of a three year period (2022, 2023, 2024).

The first step in the new program is the annual registration of rental property. The rental registration is an effective tool for protecting the wellbeing of the Village's tenants and rental property owners. The registration information collected is for the purpose of effective or urgent communication between the Village, the property owner and/or manager, and the tenants, and, to schedule the required property inspections.

Registration applies to all dwellings in the Village of Riverside containing three (3) or more rental dwelling units and these properties must be registered with the Village of Riverside in order to have tenants. For the first year of the program (January 1, 2022 – December 31, 2022), properties must register **before January 31, 2022**. In program years following, all properties must be registered *by December 31* of that year. There is a \$15.00 registration fee per building. A \$5.00 late fee will be applied for each month or portion of a month past due. Once a property is registered, the registrant will receive additional information about how to schedule the required inspections for each unit in the rental property. Inspections will begin in early 2022.

Registration is required by January 31, 2022. The registration form and other related guidelines and documents can found at www.riverside.il.us/239 on the Community Development Department webpage. Questions regarding the program may be sent to permits@riverside.il.us or you may call 708-447-1241 to speak with staff about the program.

Please reference the included materials to assist you with registration of your rental property and answer questions about required property inspections.

Thank you for your cooperation in helping us ensure that properties in Riverside offer healthy, safe, and quality living conditions for all residents in our community.

Ashley Monroe
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Provide quality municipal services to our residents and visitors in a fiscally responsible manner consistent with our Village's historic tradition and community atmosphere.