



Village of Riverside

Residential Rental Program FAQ

Program Overview

Residential rental properties containing three (3) or more rental dwelling units are required to have a Residential Rental Certificate of Compliance and be inspected annually.

The certificate process begins with the owner submitting a completed application and fee to the Village. Residential Rental Property Registration runs January 1 to December 31 each year. Registration shall be required annually and shall be completed prior to December 31 of each year thereafter regardless of a property's initial registration date.

The Village of Riverside shall provide at least twenty one (21) days' notice of the inspection to the owner by regular mail, email, or hand delivery prior to inspection, using the owner-provided registration information. If the inspection reveals code violations at the rental property, reasonable time will be given to correct all violations and a re-inspection will be required (subject to an additional fee). The compliance time will depend on the nature of the violation. Serious life safety violations, such as inoperable smoke and carbon monoxide detectors, will require immediate correction. The inspection enforces property maintenance laws, ordinances, and regulations, including but not limited to the various codes adopted by the village under Title 4 (Building Regulations) of the village code.

After inspection is approved verifying there are no code violations, the Village will issue the Residential Rental Certificate of Compliance to the owner of the property. An owner of a dwelling with no documented complaints or code violations for the past twelve (12) months is eligible for self-certification. Self-Certification allows an owner to certify their own property without the need for a village code official using their own personnel to certify. This certificate is valid until December 31, at which time it must be renewed if the property will continue to be rented.

The application form and other related guidelines and documents can be obtained from the Residential Rental Registry page of the Village's website at www.riverside.il.us. 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.

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Riverside Residential Rental Program FAQ

Registration and Fees

1) What is a Residential Rental Certificate of Compliance?

The certificate is to show that all requirements for a rental property have been completed. It helps identify which property owners are in compliance with Village code. Adherence to Village code ensures that residents are able to live in a healthy, safe environment.

2) How do I register a residential unit or property?

The Residential Rental Registration period shall run from January 1 to December 31 each year. This application form is submitted online. Registration shall be required annually and shall be completed after the first year a property is registered.

The registration form is found on the Village of Riverside website at www.riverside.il.us/239

3) What are application/registration requirements?

A registration form shall be provided by the village, which will be filled out in the entirety truthfully and accurately. This information is collected for the purpose of effective communication as needed, in the event that urgent or important information must be shared between the landlord, tenants, and the Village of Riverside, and to schedule the required rental property inspections. The following information shall be provided by the owner:

- The address of the dwelling containing three (3) or more rental dwelling units;
- The number of separate rental dwelling units within the dwelling, the addresses of all rental dwelling units, and the number of units currently occupied;
- The full legal name, address, telephone numbers (home, mobile and work) and email address of each and every owner;
- Name and contact information for any agent or representative of the owner, where applicable;
- Service address for service of notices of violation or citations related to any dwelling containing three (3) or more rental dwelling units;
- 24-hour emergency contact phone number;
- A registration fee and any applicable late fee;
- The total square footage designed for living and sleeping purposes within each rental dwelling unit; and
- Such other information as may be required by the Village.

4) What is the cost of registration?

The annual registration fee shall be \$15.00 per building and shall be due on December 31, 2021. **In the first year of the program, all rental properties must register and pay the registration fee by January 31, 2022.** The registration form will be available on or before January 1, 2022.

A \$5.00 late charge shall be imposed for each month or portion of a month past the due date that registration is received by the Village. The maximum fee inclusive of late charges shall be \$65.00.

5) What other fees are required?

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| 1. | Annual common area inspection | \$100.00 |
| 2. | Rental dwelling unit inspection | \$55.00 |
| 3. | Re-inspection of rental dwelling unit | \$55.00 |
| 4. | Professional Inspection Fee (for inspections of individual rental dwelling units performed by a licensed professional building inspector of owner’s choosing, and at owner’s cost, during first three years of program) | \$15.00 |
| 5. | Self-Certification Fee (beginning in program year 4) (2026) | \$15.00 |

Fee Structure Examples:

12345 Riverside is a 3 Unit building using Village conducted inspections

Year 1 (2022)	Year 2 (2023)	Year 3 (2024)
\$15.00 Building Registration	\$15.00 Building Registration	\$15.00 Building Registration
\$100.00 Common Area inspection	\$100.00 Common Area inspection	\$100.00 Common Area inspection
\$55.00 Village inspection for Unit A	\$55.00 Village inspection for Unit B	\$55.00 Village inspection for Unit C
Total: \$170.00	Total: \$170.00	Total: \$170.00

12345 Riverside has had no property violations in 2024 and therefore, they are allowed to self-certify their units using the Village’s inspection checklist. Their total in Year 4 (2025) will be \$15.00 to register, \$100.00 to inspect the common area/s, and \$15.00 for Unit A self-certification (a total of \$130.00).

56789 Riverside is a 9 unit building that has had no property violations in 2021. They choose to use their own professional inspector to certify their building meets village Code standards using the Village-provided checklist.

Year 1 (2022)	Year 2 (2023)	Year 3 (2024)
\$15.00 Building Registration	\$15.00 Building Registration	\$15.00 Building Registration
\$100.00 Common Area inspection	\$100.00 Common Area inspection	\$100.00 Common Area inspection
\$15.00 Professional inspections for Units A, B, C (x3)	\$15.00 Professional inspections for Units D, E, F (x3)	\$15.00 Professional inspections for Units G, H, I (x3)
Total: \$160.00	Total: \$160.00	Total: \$160.00

In Year 4, 56789 Riverside must have the village inspect their property due to a property violation in 2024. Their total fee in Year 4 (2025) will be \$15.00 to register, \$100.00 to inspect the common area/s, and \$55.00 each for Units A, B, & C inspections (a total of \$280.00).

6) What must I do if there is a change in registration information?

The owner of a rental dwelling unit subject to registration with the village, shall update information within thirty (30) days after any change occurs in registration information. Registration and/or inspection fees do not apply to change in registration information. Failure to update information will put owners and tenants at risk, should an emergency occur when the owner must be contacted.

Inspections

1) When do inspections occur?

The first three-year cycle for inspections will begin January 1, 2022 and end by December 31, 2024. Inspections are required for buildings containing three (3) or more rental dwelling units. Every dwelling unit must be inspected no less than once every three years. For example, if Unit A passes inspection in 2022, it will not need to be re-inspected for the rental registration program until 2025. Dwellings that have been cited for property maintenance or code violations may be subject to additional inspections, until the issue is satisfactorily resolved.

2) What should I expect during the inspection process?

The village will provide at least twenty one (21) days' advance notice of the inspection(s) to the owner by regular mail, email or hand delivery prior to inspection, using the owner provided information. Upon receipt of the notice of inspection, the owner must notify the tenant of the date and time of the inspection on a form provided by the village, by personal service of notice. The notice must be given to an occupant who is fourteen (14) years of age or older. The owner or property manager may also place the completed form under the door or on the floor of the rental dwelling unit at least ten (10) days prior to the inspection. If there is a scheduling conflict, the Village will do its best to work cooperatively with the landlord and tenants to mutually agree on inspection scheduling. Should inspection access be denied, the code official is authorized to obtain an administrative search warrant to ensure property compliance.

3) What areas of the building will be inspected?

The code official, when inspecting the dwelling or rental unit, will limit the scope of the inspection to only those items that pertain to the property maintenance laws, ordinances, and regulations applicable to the dwelling or rental dwelling unit being inspected. They will not enter or open closets, medicine cabinets or other closed cabinets or lockers unless they have reasonable grounds to believe that to do so would establish evidence of code violations, or unless electric or other mechanical utilities can only be reasonably accessed through such closets or cabinets.

An example checklist of inspected items and areas is posted on the village's website. The official inspection checklist that must be used, will be issued when inspections are scheduled.

4) How soon, prior to an inspection, will I be notified?

The Village of Riverside shall provide at least twenty one (21) days' notice of the inspection to the owner by regular mail, email or hand delivery. Upon receipt of the notice of inspection the owner must notify the tenant at least ten (10) days prior to the inspection.

5) What are responsibilities of the landlord?

The landlord has a duty to keep the dwelling unit in suitable living condition, including meeting all heating requirements and equipping dwellings with working appliances, plumbing, and required safety devices. Property owners and managers are responsible for annually registering their rental properties, listing each unit and contact information to ensure that they can be contacted with important information and reached in an emergency. Property owners are also responsible for scheduling required inspections for dwelling units and common areas as required by Riverside village code and meeting applicable building standards.

6) What are responsibilities of the tenant?

The tenant is required to fulfill any obligations set forth in the lease by the landlord. The tenant is also responsible for permitting inspections to take place, keeping the unit in a clean and sanitary condition and taking responsibility for their actions and the actions of any guest. If concerns are identified during unit inspections, the tenant should cooperate with the landlord to ensure work to improve or repair the unit can be performed and make it comply with code standards.

7) What is self-certification?

Beginning in 2025, the owner has the ability to certify their own dwelling unit if they have not had violations in their units or at the main property address. This option is available to promote responsible and responsive caretaking of buildings and dwellings in Riverside and to increase convenience for landlords and tenants.

Beginning in 2025, the landlord is allowed to conduct the inspection(s) themselves or use their own personnel instead of using the Village of Riverside building code official or a hired third party inspector. The landlord is still required to use the inspection materials supplied by the Village of Riverside and certifies that each dwelling meets all requirements. If a dwelling unit or building experiences a code violation, the next inspection year will require an inspection conducted by the village or a hired professional. When the property has completed a full year without violation, they may again self-certify their inspections.

Violations

1) What if a violation is identified during my inspection?

The Village of Riverside Building Department will serve notice of the violation(s), and the applicable compliance time period for each violation, to the owner by regular mail and email or using preferred communication method identified in the owner-provided registration information. The notice shall include the following:

- (a) Identification of the property;
- (b) A statement listing the violations observed and applicable code sections;
- (c) The time period for compliance;
- (d) A statement that the owner has a right to request a hearing before the village manager to contest the finding of violations;
- (e) An explanation that all violations and warning conditions must be corrected within the compliance time period, or penalties, may result, and the residential rental certificate of compliance will be subject to denial, suspension, revocation or nonrenewal.

2) How do I appeal an inspection finding?

A request for a hearing must be received by the village manager within eight (8) days following the date such notice was emailed or placed in the mail. If a request for a hearing is not received within that time period, the Village of Riverside Building Department's determination that a violation exists shall become final. If such a request for a hearing is received, the village manager or their designee shall hold a hearing no later than thirty (30) days after the date the request is received, sending notice of the hearing place and date to the owner. The village manager will review the evidence submitted at the hearing, and make written determination as to whether a violation exists. The village manager's determination shall be final.

3) What happens if I don't correct my violations?

If the owner fails to bring the dwelling into compliance according to village code within the applicable compliance time period, a violation and public nuisance exists. The Village of Riverside is then authorized to deny the issuance of, or to suspend, revoke, or fail to renew any previously issued Residential Rental Certificate of Compliance still in effect. If there is no certificate, the owner is not allowed to have tenants.

The Village of Riverside Building Department will provide notice to the owner of a determination to deny, suspend, revoke or not renew a residential rental certificate of compliance. Notice will be provided by regular mail using the owner-provided registration information. The notice will inform the owner of the right to request a hearing regarding the proposed action.

4) What if the rental certificate is suspended or revoked?

The Village of Riverside will notify the owner and all tenants by posting a notice on all entrances to the dwelling, containing the name and address of the owner, address and/or name of the residential structure, and the following statement:

“You are hereby notified that the residential rental certificate of compliance for this property has been suspended, revoked or denied, or this dwelling is operating without a residential rental certificate of compliance. No existing lease shall be renewed and no new lease shall be entered into with respect to any rental dwelling unit located within this building until such time as compliance with Village requirements has been achieved.”

5) What happens during an appeal hearing?

Any owner, whose residential rental certificate of compliance is denied, suspended, revoked or not renewed, will be entitled to a hearing before the Village of Riverside Building Department by filing a written request for a hearing with the code official within ten (10) days following the date such notice was personally delivered, emailed or placed in the mail. If a request for a hearing is received, a hearing date will be scheduled no later than thirty (30) days after the date the request is received. Upon completion of the hearing, the administrative hearing officer may:

- (a) Affirm the denial, suspension, revocation or non-renewal of the residential rental certificate of compliance; or
- (b) Stay the revocation of the residential rental certificate of compliance and allow additional compliance time; or
- (c) Deny the suspension or revocation of the residential rental certificate of compliance; or
- (d) Order issuance of the residential rental certificate of compliance.

An existing residential rental certificate of compliance shall remain in effect during the hearing process. Any order of the administrative hearing officer denying, suspending, revoking or not renewing the issuance of a residential rental certificate of compliance will be final for purposes of judicial review under the administrative review law of Illinois.

New Frequently Asked Questions may be added as the program is implemented. If you do not see an answer to your question, please email permits@riverside.il.us or call 708-447-1241.