YOUR RESPONSIBILITIES AS A LANDLORD

- Screen prospective tenants consistently without discrimination and allow reasonable accommodations and modifications for people with disabilities in accordance with the Chicago Fair Housing Ordinance.
- Provide written leases.
- Provide a summary of the Residential Landlord Tenant Ordinance to tenants at the time the oral or written rental agreement is made.
- Provide a name, address and phone number where the landlord/agent can be contacted.

BE A GOOD LANDLORD:

- Maintain a safe and clean property in accordance with the Chicago Building Code.
- Make all repairs within 14 days.
- From September 15 through June 1, temperatures inside a rental residence must be at least 68 degrees from 8:30 AM to 10:30 PM, and at least 66 degrees from 10:30 PM to 8:30 AM.
- Provide sufficient security.
- Give tenants a receipt for security deposit and provide a rent receipt at tenant's request.
- Inspect their apartment with the tenant prior to move-in and at the time of move-out and keep a written record of its condition.
- Provide at least two days’ notice before entering a tenant’s apartment (unless it is an emergency), and coordinate the time of entry with the tenant.
- Use only legal methods of recourse against tenants who violate their rental agreement.
- Provide month-to-month tenants with 30 days’ written notice before changing rental terms or terminating a lease agreement.
- Never lock out tenants, shut off tenants’ utilities, or remove doors or windows on occupied units; such actions are illegal.
- The landlord must provide the tenant with an itemized statement of damages within 30 days of the date the tenant vacates the dwelling unit before the landlord can deduct expenses for damages from the security deposit.
- Return security deposit and annual interest (minus any unpaid rent and money for damages) within 45 days from the date the rental agreement ends, or within 7 days in the event of fire or casualty.