Know your rights and responsibilities as stated in the Residential Landlord and Tenant Ordinance (RLTO) and other applicable laws.

- Inspect your apartment with the landlord prior to move-in and at the time of move-out and maintain a written record of its condition.
- Ask for a written lease.
- Ask for a copy of the RLTO summary with your lease.
- Make sure that all changes and additions to your rental agreement are in writing and initialed by both parties.

**BE A GOOD TENANT:**

- Pay rent on time by money order or check.
- Comply with the legal provisions of the lease.
- Keep copies of receipts for all transactions.
- Don’t disturb their neighbors.
- Keep your apartment safe, clean and damage-free.
- Allow your landlord access to the apartment when given at least two days’ notice (or less in case of emergency).
- Inform your landlord of any problems or repairs that need to be made.
- Take all of the following steps if your landlord fails to make repairs:
  - Call 742-RENT for advice on how to proceed properly
  - Provide the landlord with a written notice informing the landlord of the necessary repairs, and allow 14 days after receipt of the notice for the repairs to be completed
- If the landlord fails to make the repairs within 14 days of receiving the notice, choose one of two options:
  - Have repairs made and deduct the cost of the repairs from your next rent payment.
  - The repair must not cost more than the greater of $500 or 1/2 of the month’s rent. The repair must never cost more than 1 month’s rent; or
- Deduct a reasonable amount from their monthly rent to reflect the reduced value of their apartment.
- With oral lease agreements (month-to-month tenants) provide landlords with 30 days’ written notice before you move.
- Do not use your security deposit as your last month’s rent unless you have an agreement in writing with your landlords.
- Leave the apartment in the same condition as you received it (excluding normal wear and tear).

**CHICAGO RENTS RIGHT: LEARN HOW YOU CAN TOO!**

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