KNOW
BEFORE YOU LIST YOUR HOME AS A VACATION RENTAL

MAINTAIN COMPLIANCE

• Verify that this business activity is allowed in your zoning district. Check Federal and State laws for additional business requirements.
• Do not operate without the appropriate City license.
• Consult with an attorney or accountant for advice on your legal obligations.
• Check your lease agreement to understand rules that apply to you.
• Chicago imposes a 4.5% “Hotel Accommodations Tax” for the listing price (including cleaning fees).
• The State of Illinois also imposes certain hotel taxes that may apply to your listing.
• Print your business license number on every advertisement, including online.
• Be aware of State and City restrictions on providing alcohol and food.

BE A RESPONSIBLE BUSINESS OPERATOR

• Maintain guest registration records.
• Clean dishes and utensils used by guests.
• Report illegal activity to police.
• Don’t rent or lease by the hour or for less than 24 hours.

BED AND BREAKFAST LICENSE
A residential building that has 11 or fewer sleeping rooms available for rent by registered guests that is owner occupied.

VACATION RENTAL LICENSE
A residential dwelling unit that is not owner-occupied and contains 6 or fewer sleeping rooms that are available for rent. License applicant must be the property owner.

GET LICENSED @ CITYOFCHICAGO.ORG/SBC

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
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