

# KNOW



## BEFORE YOU LIST YOUR HOME AS A VACATION RENTAL

### 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.

### DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

City Hall, 121 N. LaSalle Street,  
Rm. 805, Chicago, IL 60602

### 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.

### 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.

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