

# KNOW BEFORE YOU BOOK A VACATION RENTAL

**A regulated business license is required for short-term vacation rentals pursuant to 4-6-300 of the Municipal Code of Chicago.**

## The following are some of the license requirements:

- Dwelling unit that is not owner occupied
- Six or fewer sleeping rooms available for rent
- "Vacation Rental" does not include: single room occupancy buildings, bed and breakfast establishments, hotels, month-to-month rental units / agreements, or corporate housing
- Homeowners association must approve the dwelling unit for use as a vacation rental, and identify all other units in the building approved for use as rentals
- License applicant may not have had a vacation rental license revoked within the prior 2 years
- Certificate of insurance
- No more than 6 dwelling units within any building may be licensed as vacation rentals at the same time
- A separate license shall be required for each dwelling unit used as a vacation rental
- If the licensee provides food to his guests, board of health will inspect

## Legal duties outlined in the ordinance:

- Obtain fire, hazard, liability, and general commercial liability insurance
- Maintain current guest registration records, available for inspection by city officials
- Include the license number on advertisements
- Provide guests with soap, clean bath cloths & towels, and clean linen
- Clean and sanitize the vacation rental and all dishes, utensils, and other cooking utensils between guests
- Dispose of all food, beverages, and alcohol left by previous guests

## It is unlawful for vacation rental licensees to:

- Rent or lease by the hour or for less than 24 consecutive hours
- Rent or lease more than once within any consecutive 24 hour period
- Advertise an hourly rate
- Permit any criminal activity to take place in the rental unit
- Exceed the maximum occupancy limit of no more than one person per 125 feet of floor area
- Serve or provide alcohol to any guest