

# Shared Housing Registration Number

## Frequently Asked Questions



### What is a Shared Housing Registration Number?

Shared Housing Units are regulated by Registration Numbers. Each Shared Housing Unit listed on an internet based intermediary platform must have an approved Registration Number in order to be in compliance with the Shared Housing Ordinance. Operating a Shared Housing Unit without an approved Registration Number is noncompliant and may result in fines and citations.

### How do I apply for a Registration Number?

Visit the Shared Housing Registration Portal at <https://webapps1.chicago.gov/chicagohouseshare/> to create a Shared Housing account and submit an application for a Registration Number. All applications must be submitted through the portal.

### How much does a Registration Number cost?

Upon approval, the applicant will be notified of their \$125 registration fee, which is paid on the Shared Housing Registration Portal. Registration Numbers are valid for one year, and must be renewed annually. Upon approved renewal, the host will have to pay the \$125 registration fee each year.

### What are some of the eligibility requirements to be approved for a Registration Number?

- Must be a dwelling unit with six or fewer sleeping rooms
- Not in a restricted residential zone (RRZ), Prohibited Buildings List (PBL), Scofflaw List, Problem Landlord list (PLL)
- Cannot list housing units if rental agreement or HOA prohibit short term shared housing
- Maximum rentals and primary residency per building are determined by the following:

SINGLE FAMILY HOME	BUILDING WITH 2-4 UNITS	BUILDING WITH 5+ UNITS
Must be Primary Residence	Must be Primary Residence	Does not need to be Primary Residence
Maximum 1 active rental	Maximum 1 active rental	Maximum of one-quarter of total number of dwelling units or 6 rental units, whichever is less.

### I've been approved for a Registration Number. What do I do now?

After the host has made the registration fee payment, a Registration Number will be issued. The host must include their Registration Number in the specified field on the intermediary platform's website. The Registration Number must be visible in their listing to be in compliance.

### I've been denied for a Registration Number. What do I do now?

The reason for denial will be included in the denial communication sent to the host. The host can appeal the decision within 10 calendar days of the date listed on their denial notice.