

Shared Housing Unit Operator License

Frequently Asked Questions



What is a Shared Housing Unit Operator?

A "Shared Housing Unit Operator" is an owner or operator of two or more shared housing units that are rented to guests through an internet based intermediary platform.

Who needs to obtain a Shared Housing Unit Operator License (SHUOL)?

Any host who is operating (or intending to operate) more than one shared housing unit, should obtain the SHUOL. In other words, a host who has two or more shared housing registration numbers, should have the SHUOL. If a shared housing host only has one registration number, then this license is not necessary.

What is the difference between a SHUOL and a Shared Housing Registration Number?

The SHUOL licenses the operator in the business activity of operating more than one shared housing unit. The operator only needs one of these licenses. A Shared Housing Registration Number is issued for each approved shared housing unit which allows the registered unit to be listed on an internet based intermediary platform. Each shared housing unit requires its own approved registration number.

Once I'm licensed, can I list any of my units on an internet based intermediary platform?

The SHUOL only allows the operator to obtain more than one shared housing registration number. This license is not approval to list a shared housing unit on an internet based intermediary platform. The operator would need an approved shared housing registration number to be permitted to list on an internet based intermediary platform.

Where do I apply for the SHUOL?

You can apply online at <https://webapps1.chicago.gov/AccountServices/login.jsp> (Chicago Business Direct), or you can visit Chicago City Hall (121 N LaSalle St, room 800) and meet with a Business Consultant to apply.

When should I apply for the SHUOL?

Shared Housing hosts should apply for the SHUOL before they apply for their second Shared Housing Registration Number. Without obtaining the SHUOL prior to applying for their second Shared Housing registration Number, their application may be rejected.

How much does the SHUOL cost?

The SHUOL cost \$250 and is good for 2 years. Renewal is required every two years to keep the license active.