SHARED HOUSING REGISTRATION RENEWAL PROCESS FLOW

**Definitions:**

Licensed Short Term Residential Intermediary - Is a person or company who for compensation or a fee uses an internet platform to connect guests with short term residential rental providers, and who primarily lists shared housing units on its platform.

Shared Housing Host - Is an owner or tenant of a shared housing unit who rents the unit to guests.

**City of Chicago:**
- Sends additional notifications of registration renewal to host
- Reviews individual renewal registration data for eligibility. City notifies licensed platform and individual shared housing host via email of approved or denied renewal status.
- Notifies host registration has expired and listing must be removed
- Arranges for a renewal request when registration renewal approved
- Receives notification of Denial from City of Chicago
- Receives notification of Registration Renewal Approved

**Licensed Short Term Residential Intermediary:**
- Provides registration renewal notification to shared housing host
- Submits renewal registration information to the City of Chicago

**Shared Housing Host:**
- Completes and submits renewal registration via the licensed short term residential rental intermediary platform
- Receives notification of Denial from City of Chicago
- Receives notification of Registration Renewal Approved
- Continues to host using existing Registration Number

**Registration Renewal Request Received?**

- **YES:**
  - Registration Renewal Request is processed
  - Registration Renewal Approved?
  - **YES:** Shared Housing Host receives notification of Registration Renewal Approved
  - **NO:** Shared Housing Host receives notification of Denial from City of Chicago
  - Appeals Process

- **NO:**
  - City of Chicago: Notifies host registration has expired and listing must be removed
  - NO APPEAL
Appeal Process and Options

APPEAL of DENIAL:
There are three (3) options to appeal the denial. The appeal options are specific to the type of ineligibility of the shared housing unit. The City’s communication to the shared housing host will advise of appeal options.

Host:
Files an appeal with the City of Chicago within 10 days.

City of Chicago:
Notifies the host of a scheduled hearing date.

HEARING
Hearings held at City Hall, 121 N. LaSalle St., Room 805.

APPROVED:
Upon approval from the City of Chicago, the shared housing host must immediately update the listing on the platform with the assigned registration number; registration is valid for 1 year.

DENIED:
The dwelling unit is ineligible for listing on a shared housing platform. Failure to remove the listing within 15 days is a violation and subject to fines and penalties up to $5,000.

NO APPEAL of DENIAL
Within 10 days, if the shared housing host chooses not to appeal the denial, the status of the unit will default to final denial which requires the host to remove the unit from the platform. Therefore, the unit is not lawfully available for listing on a platform or for rental.

Appeal Process

APPEAL or
No Appeal?

APPROVED

DENIED