

Shared Housing Address Formatting Guide

An application for Shared Housing Registration can be rejected by the City of Chicago's shared housing registration system when the system is unable to read the address information provided in the shared housing host's application submitted through the Licensed Short Term Residential Rental Intermediary. Those possible formatting issues can be categorized as:

Address Formatting Issues:

- Multi-unit building but no unit number has been provided
- Address contains characters other than Standard English Letters, numbers and special characters
- Address not identified in the City's database
 - Street direction not included
 - Street suffix was not included
 - Name of street is misspelled
 - Zip code was not included

This document provides tips to help hosts to properly format their addresses. **Please note that hosts must contact their Licensed Short Term Residential Rental Intermediary directly to get assistance with updating/editing/changing their address information. The City of Chicago cannot make changes to addresses, and therefore, cannot assist with this process.**

If a host has received notification that their shared housing application has been rejected due to any address formatting issue, the host must contact the Licensed Short Term Residential Rental Intermediary directly to resolve those issues.

Hosts are encouraged to use this document as a guide, but must contact their Licensed Short Term Residential Rental Intermediary to make any changes to the address on their shared housing registration application.

Address Formatting Tips

1. Be sure to correctly spell the name of the street where the property is located. Misspellings result in the City's inability to identify an address and the application will be rejected.
2. Every street address must include the direction (North, South, East, West) which may be abbreviated with just the first letter of the direction. For example 'North' may be abbreviated as 'N'.
3. If a building has more than one unit, the unit number must be included in the registration. These different types of unit designations are acceptable:
 - a. Apartment
 - b. Coach House
 - c. Garden
 - d. Side
 - e. Unit
 - f. #
 - g. Apt
 - h. Apt.
 - i. BSMT
 - j. FL
 - k. FRNT
 - l. LOWR
 - m. RM
 - n. STE
 - o. UPPR
 - p. 200 (example of an apartment number without any prefixes)

4. Do not place any punctuation between the street name and the apartment number (no commas, only one space to separate the two fields).
5. Do not place the apartment or unit number before the street address number.
6. It is best to include the street suffix (Street, Place, Drive, Avenue, Court etc.) or their abbreviations (St, Pl, Dr, Ave, Ct). In many cases in Chicago there are multiple streets with the same name and different suffixes (63rd Street, 63rd Place) and if the system can't tell which was intended, the application will be rejected.
7. A comma must be included **before** the city name
8. All address must include the 5 digit zip code associated with the property. Listings that do not include the zip code are considered incomplete and will be rejected.
9. Only use Standard English language in the listing address. Non-standard English (foreign characters, numbers and letters) information will result in the listing being rejected.

Examples of Incorrect Address Formatting

Example #1 (Apartment number listed before street address)

Unacceptable: Apt 403 1234 N Main Street, Chicago, IL 60601

Acceptable: 1234 N Main Street **Apt# 403**, Chicago, IL 60601

Example #2 (Missing comma before city name)

Unacceptable: 101 North Main Avenue 1W Chicago, IL 60605

Acceptable: 101 North Main Avenue 1W, Chicago, IL 60605

Example #3 (Missing Zip Code)

Unacceptable: 505 N Main Street, Chicago, IL

Acceptable: 505 N Main Street, Chicago, IL **60602**

Example #4 (Multi-unit building, no unit number provided)

Unacceptable: 321 N Main Street Chicago, IL 60603

Acceptable: 321 N Main Street **Apt. 301**, Chicago, IL 60603

Example #5 (Street direction missing)

Unacceptable: 112 Main Street, Chicago, IL 60601

Acceptable: 112 **South** Main Street, Chicago, IL 60601

Example #6 (Street suffix missing)

Unacceptable: 112 South Main, Chicago, IL 60601

Acceptable: 112 South Main **Place**, Chicago, IL 60601