

SHORT-TERM SHARED HOUSING Registration Guide

SHARED HOUSING REGISTRATION

- Short-term shared housing is the rental of residential dwelling units to guests for 31 days or fewer through an online intermediary platform.
- An approved City registration is required for all short-term shared housing units before it is advertised or rented; operation while the application is pending is not permitted.
- Online rentals for 32 days or more do not require a City registration to operate.

HOW TO APPLY

- All shared housing registration applications must be submitted through the online Shared Housing Registration Portal.
- Once BACP determines eligibility, the City will notify the applicant of their registration determination via e-mail and USPS.

VISIT: www.chicago.gov/sharedhousing
CONTACT: sharedhousing@cityofchicago.org

COMMON ELIGIBILITY REQUIREMENTS

- Must be a dwelling unit with six or fewer sleeping rooms.
- Must not be in a Restricted Residential Zone (RRZ), nor on the Prohibited Buildings List (PBL), Scofflaw List, or Problem Landlord List (PLL).
- Cannot list units if rental agreement or HOA that prohibit short-term shared housing.
- Maximum number of rental units allowed per building and primary residency requirements are determined by the following:

SINGLE FAMILY HOME	BUILDING WITH 2-4 UNITS	BUILDING WITH 5+ UNITS
Unit must be primary residence	Unit must be primary residence	Unit 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.

IF APPROVED

- BACP will notify the host of approval and the \$125 registration fee. Once the registration fee is paid, a registration number will be issued to the host, and the shared housing unit can be listed.
- The host is required to include their assigned City of Chicago registration number on their listing.
- If approved for 2 or more registrations, the host is required to obtain a Shared Housing Operator's License (SHUOL).

IF DENIED

- Once notified of ineligibility, the shared housing host can appeal the decision within 10 calendar days of the date listed on their notice.
- If given as an option, the host can pursue an exception via a Commissioner's Adjustment.
- Advertising or renting a shared housing unit following a denial or while an appeal or Commissioner's Adjustment application is pending, is not permitted.

RENEWAL/EXPIRATION

Shared housing unit registrations require annual renewal to remain active. BACP sends a renewal reminder 60 days prior to the expiration date, directing hosts to renew on the Shared Housing Registration Portal. Upon approved renewal, the host must pay the annual \$125 registration fee.

- The expiration date is updated after the registration fee payment, always falling on the 15th of the same month in the following calendar year.
- If not renewed, the registration will expire and short-term rentals will no longer be permitted.

HOTEL ACCOMMODATION TAX

Short-term shared housing transactions are subject to the 4.5% Chicago Hotel Accommodation Tax and 6% Shared Housing Surcharge.

- **Transactions processed on licensed intermediary platforms:**
 - Licensed intermediaries will remit required taxes and surcharges on the host's behalf
- **Transactions processed on the host's own platform:**
 - The host must create a tax account and remit the required taxes and surcharges

ENFORCEMENT

- Violations are subject to fines between \$2,500 and \$10,000 per offense.
- Shared housing registrations may be suspended or revoked if the rental is the site of a single egregious condition, or two or more separate incidents of illegal activity or objectionable conditions during a 12-month period while rented to guests.
 - Egregious conditions include drug trafficking, prostitution, gang-related activity, violent acts, and other violations
 - Illegal activity means any criminal conduct
 - Objectionable conditions mean any disturbance of the peace, public drunkenness, drinking in public, harassment of passersby, and other violations

