

SHARED HOUSING UNIT OPERATOR

Licensing Guide

WHO NEEDS A SHUOL?

A “**Shared Housing Unit Operator**” is a shared housing host of **two or more** shared housing units.

Hosts who meet this definition are required to obtain a **Shared Housing Unit Operator License (SHUOL)**, in addition to separate registrations for each shared housing unit.

SHUOL VS REGISTRATION

The **SHUOL** authorizes a host to operate multiple shared housing units, as long as each unit has an approved shared housing registration. Only one SHUOL is required per host, regardless of how many units they operate.

A shared housing **Registration** is issued for each individual shared housing unit and is required to rent that unit on a short-term basis. Each shared housing unit must have its own approved registration before it can be listed or rented.

SHUOL	REGISTRATION
Allows a host to manage multiple shared housing units. Only one is needed per host.	Required for each individual shared housing unit before it can be listed or rented.

HOW TO APPLY

WHERE	<ul style="list-style-type: none">In-person: City Hall, 121 N. LaSalle St., Room 800Online: www.Chicago.gov/BusinessDirect
FEE / DURATION	<ul style="list-style-type: none">\$250, valid for 2 yearsRenew every 2 years to remain active
APPLICATION NOTES	<ul style="list-style-type: none">Apply as a sole proprietor – the SHUOL is issued only to individuals, not business entitiesUse your legal name (as shown on your ID) for both the Legal Name and DBA fields. This must match the name on the related shared housing registrations.EIN and IDOR account numbers are not required – there are no tax obligations connected to this license. Enter 9’s in these fields.

KEY REMINDERS

- A SHUOL is **required** for any host operating more than one Registration.
- Holding a SHUOL **does not guarantee approval** of future Registrations - each unit must still meet eligibility requirements.
- A SHUOL does not replace a shared housing Registration - you **cannot list or rent** a shared housing unit using a SHUOL.