Registration of Foreclosed Rental Property
Instructions

1. A separate form should be completed legibly for each property. Any incomplete or illegible forms may be rejected. The most updated version of the form is always available on the City of Chicago Department of Buildings website.

2. Completed form should be emailed to KeepChicagoRenting@cityofchicago.org, using the building address as the email subject line.

3. The emailed form will be reviewed by the Department of Buildings. Please allow 30 days for processing.

4. If no corrections or clarifications are required, the invoice for the $250.00 filing fee will be emailed to the contact listed in Section 5 of the form.

5. Invoices may be paid online or by via U.S. mail. Web and mailing addresses are on the invoice.

6. It is the responsibility of the contact listed in Section 5 to provide proof of payment to the Department of Buildings by emailing either a copy of the electronic receipt or copy of the canceled check to KeepChicagoRenting@cityofchicago.org. The registration will not be considered complete until proof of payment is received.