

Rental Unit Marketing Form
Edited and Approved April 2018

Affordable Requirements Ordinance (ARO)
Rental Unit Marketing Form

Submit this completed form to the Department of Planning & Development (DPD) prior to marketing your rental units. Your units will be included in the Department of Planning and Development's [Rental Housing Resource List](#). **NOTE:** Page One of the Form may be disseminated publicly.

Project Name: _____

Project Address(es): _____

Total Number of Affordable Units: _____

Total Number of Accessible Units: _____

Please check all appropriate boxes:

- Tenant pays no utilities – landlord pays all utilities
- Tenant pays for cooking gas and other electric (not heat)
- Tenant pays for electric heat, cooking gas, and other electric
- Tenant pays for gas heat, cooking gas, and other electric
- Tenant pays for electric cooking and other electric (not heat)
- Tenant pays only for other electric

Using the [City of Chicago Maximum Affordable Monthly Rents](#) effective as of the current calendar year, please provide the following information for the affordable units included in your project.

	Studios	One-bedrooms	Two-bedrooms	Three-bedrooms
Number of units				
Square footage				
Rent				

Public Contact for lease-up: _____ Phone: _____

Project Website: _____

When do you expect to begin marketing the units? _____ / _____ / _____
Month/ day Year



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Marketing Details

Marketing Contact:

Name: _____
Phone Number: _____
Email: _____
Development website: _____

Developer contact:

Name: _____
Phone Number: _____
Email: _____
Development website: _____

Owner contact, if different than above:

Name: _____
Phone Number: _____
Email: _____
Development website: _____

Property Manager contact, if different than above:

Name: _____
Phone Number: _____
Email: _____
Development website: _____

I attest that the unit(s) enumerated in the Affordable Housing Agreement are the one(s) reflected on this form.

Name: _____

Signature: _____

Date: _____

Note that:

- The affordable units should be marketed at the same time as the market units.
- If the marketing agent changes, you are responsible for providing us with updated information for the City's website/Rental unit listing. Please contact the Communications and Outreach Division at 312-744-2976 to provide updated contact information.
- A staff representative from the Department of Planning and Development may schedule a visit of some or all of the ARO units with the Property Manager or other designated contact.
- Page Two of the Form is for internal use only.



AFFORDABLE REQUIREMENTS ORDINANCE