



ELGIN POLICE DEPARTMENT

CRIME FREE MULTI-HOUSING PROGRAM

Top Ten Recommended items prior to renting to a tenant

- Obtain a copy of the prospective tenant's driver's license or state identification for your legal file.
- Conduct a pre-application interview. Remember the 5 W's! (*Who- What - When - Where – Why*)
- Check free internet sites such as the Illinois State Police for sex offender status and Illinois Department of Corrections for parole status.
- Use a professional screening company that checks credit history to search for the best possible tenant. When you use a consumer report to make tenant decisions, you must comply with the Fair Credit Reporting Act.
- Use a professional screening company that checks criminal history. If a landlord chooses to have a criminal background check performed, the landlord must comply with all applicable federal, state and local laws and regulations. For rental residential properties in the Cook County portion of the City of Elgin, landlords must comply with the Cook County Just Housing Ordinance Amendment in connection with criminal history screening for prospective tenants. For rental residential properties in the Kane County portion of the City of Elgin, it is recommended that landlords also use procedures in the Cook County Just Housing Ordinance in connection with the criminal history screening for prospective tenants. Landlords are urged to check with your management company and/or attorney to be certain of your company's policy and the requirements of the Cook County Just Housing Ordinance.
- Present the potential candidate with a written lease; do not use a verbal agreement; Attach Crime Free Lease Addendum to the lease, and have candidate sign form as proof of acknowledgement.
- Conduct and document a walk through inspection with the candidate prior to turning over the apartment.
- Never allow a tenant to turn utilities on, move items into the home, or assume possession prior to receiving rent

payment and deposits.

- Issue keys to the legal tenant only! Never give them to someone such as a spouse, boyfriend, or girlfriend.
- Let them know you will continue to be an active landlord throughout the lease and be readily accessible to them.