

This brochure by the City of West Chicago is designed to assist the Landlord and Tenant with questions that are frequently asked about the rights and responsibilities by both parties engaged in the property rental relationship.

Though exact specifications may vary by individual lease agreements, it is the aim of this brochure to outline the major points of the International Property Maintenance Code and the City of West Chicago Zoning Ordinance.

If you have specific questions, please contact the lease holder or Community Development, (630) 293-2200 ext. 131.

City of West Chicago
Community Development Phone Numbers

City Hall

(630) 293-2200

Community Development Department

(630) 293-2200 ext. 131

Joanne Gugliotta

Community Development Director

(630) 293-2200 ext. 141

John D. Fincham

Assistant Community Development Director

(630) 293-2200 ext. 155

West Chicago Police Department

Non-Emergency

(630) 293-2222

West Chicago Fire Protection District

Non-Emergency

(630) 231-2123

Emergency

911



Landlord and Tenant Rights and Responsibilities



City of West Chicago
Community Development Department
475 Main Street
West Chicago, IL 60185
(630) 293-2200

Duties of the Landlord

- To provide heat at a temperature of no less than 65 degrees Fahrenheit (18 Celsius) from October 1 to May 1.
- To have installed from May 1 to October 1 insect screens on every door, window and other outside opening required for ventilation.
- Maintain all fire code provisions such as alarms, exit lights and extinguishers.
- Provide hot water to each unit kitchen and bathing facility.
- Maintain all common areas and facilities in a safe and secure manner.
- Make repairs in a quick and timely fashion.
- Arrange for the collection and removal of rubbish and garbage.
- Maintain all equipment and appliances in good working condition.
- Regularly clean all common areas and exterior portions of the complex.
- Maintain the grounds, walks and landscaping.
- Provide for the extermination of insects and vermin.
- To submit within thirty (30) days the Tenants Occupancy Application for processing.

Duties of the Tenant

- To keep the individual unit clean and sanitary.
- To not place litter on any portion of the property or complex grounds.
- Remove garbage and waste in a clean and safe manner and deposit into the proper collection area.
- To not damage, deface or destroy any portion of the rental unit property or complex grounds.
- Use all appliances, equipment, facilities and fixtures in a safe and responsible manner.
- To promptly notify the Landlord of any maintenance issues with appliances, equipment, heating or plumbing services.
- To not make any alterations to the unit without first getting the approval of the Landlord.
- To respect the rights and comfort of other tenants in the complex.
- To not use the unit or grounds for any illegal or unlawful activity.
- Be familiar with and obey the provisions of the lease agreement.
- To not exceed the maximum number of occupants determined for the rental unit.

Duties of the City

- To investigate all complaints in a concise and timely manner.
- To provide assistance in educating both the Landlord and the Tenant on City zoning ordinances and building codes.
- Enforce all provisions of the City code.
- Properly document and record all inspections and code enforcement actions.
- When necessary, enforce corrective actions to ensure compliance of City codes.

Annual Rental Inspections

The City of West Chicago shall inspect each rental unit within the City on a yearly basis.

Though the City may send a “reminder” notice, it is the duty of the landlord to schedule the inspection and to inform the tenants of the date and time of the inspection.

The inspection encompasses fire, health and safety issues to maintain each unit in a clean and safe environment as well as improving the quality of the rental unit and the City as well.