

# CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



## Rental Housing Certificate of Inspection Application

Rental Property Address: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_ (Rooms connected together with bathroom and kitchen facilities)

### Property Owner

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State

Zip

Email Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Home/Cell Phone #: \_\_\_\_\_

### Local Agent

A property owner who does not reside within 50 miles of Galena shall designate a local property manager or local agent when registering such dwelling (§ 150.25 (B) (2) Galena City Code.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State

Zip

Email Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Home/Cell Phone #: \_\_\_\_\_

Correspondence concerning this property should be sent to (check one):  Owner  Agent

### Fee Schedule

The following fee schedule applies annually on a per building basis.

- \$25 Duplex
- \$50 Multi-family (less than 10 units)
- \$75 Multi-family (10 or more units)

I, the Owner/Agent for the above property, do hereby affirm that information submitted to acquire a rental certificate of inspection for the above property is correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Rental Housing Inspection Program General Information

The Rental Housing Inspection Program exists to preserve public safety. This program enforces minimum standards for basic equipment and facilities for light, ventilation, and heating; for safety from fire; for the use and amount of space for human occupancy; and for safe and sanitary maintenance of dwellings. Tenants, landlords, and the city all play a role in the implementation of this program.

All rental property in Galena, excluding single family rental homes with one rental unit, is required to maintain a valid rental certificate of inspection in compliance with the Galena Residential Rental Housing Code. This code establishes minimum standards for the use and safe occupancy of dwellings to protect preserve and promote the physical and mental health of its residents. Obtaining a rental certificate is the responsibility of the property owner.

Applications for Rental Housing Certificates of Inspection may be obtained at City Hall, 101 Green Street, Galena, Illinois, or by calling City Hall at 815-777-1050. The Jo Daviess County Housing Authority will inspect one-third of all rental units beginning September 1, 2005. Another one-third will be inspected in 2006 and the final one-third will be inspected in 2007. Those units scheduled for the second and third years will receive interim certificates of inspection that will allow them to rent until inspected. The inspection cycle will be repeated beginning in the fourth year. Anyone occupying a rental unit they believe to be dangerous or substandard may call City Hall to ask for advice and/or an inspection. Failure to obtain a certificate of inspection for a rental property could result in legal action with a fine of up to \$750 per violation, per day.

## Frequently Asked Questions

**Q.** Where is the Rental Housing Inspection Office?

**A.** The office is in the Office of the Building Official at City Hall, 101 Green Street, Galena, Illinois, 61036. The office's hours are 8 a.m. to 4:30 p.m., Monday-Friday. The office is closed on holidays.

**Q.** How do I make changes to my address, phone or agent information?

**A.** Fill out a new Rental Housing Certificate of Inspection Application and submit it to the Office of the Building Official.

**Q.** Why is a rental certificate of inspection required?

**A.** The Galena Code of Ordinances requires that any residential dwelling unit property (excluding single-family rental homes with only one unit) have a current rental certificate of inspection in order to maintain consistent health and safety standards for all rental properties in Galena.

**Q.** Are there circumstances when a rental certificate of inspection is not required?

**A.** A certificate of inspection is not required under any one of the following circumstances: A dwelling unit occupied by the owner (or members of the owner's family) who rents to no more than two roomers unrelated to the owner or the owner's family. OR,

A dwelling unit that meets any one of the following conditions:

- A rental dwelling unit that is the only rental unit in a single-family structure
- The dwelling unit is the owner's principal residence
- The dwelling unit is part of a nursing home properly licensed by the state
- The dwelling unit is part of a guest apartment, bed and breakfast or other establishment that does not rent to permanent residents
- A commercial hotel and motel that offers lodging accommodations primarily for periods of time less than 30 days.

**Q.** How much is the rental certificate of inspection fee?

**A.** The rental certificate of inspection fees vary depending on the number of units in the building. Fees are intended to cover administrative and inspection costs. The total fees per type of building are as follows:

- \$25 Duplex
- \$50 Multi-family (less than 10 units)
- \$75 Multi-family (more than 10 units)

**Q.** What happens if I rent a unit without a rental certificate of inspection to someone?

**A.** Per Galena Code of Ordinances §150.25 (U), legal action may be taken with a fine of up to \$750 per violation, per day.

**Q.** Who do I call to find out if a property has a rental certificate of inspection?

**A.** Call the Office of the Building Official at 815-777-1050 or stop by the office at City Hall.

**Q.** How long is a rental certificate of inspection valid?

**A.** When an inspection has been completed and a certificate of inspection has been issued, the certificate is valid for three years, provided the annual certificate of inspection application fee is paid each year not later than August 31. For properties that are not inspected in the first year of the program, the interim certificate of inspection is valid until September 30 of each year, provided the rental certificate of inspection application fee is paid by August 31 of each year.

**Q.** Are rental certificates of inspection transferable to new owners?

**A.** Yes. A certificate of inspection is transferable to succeeding owners provided that the new owner completes a rental certificate of inspection application.

**Q.** Does an owner need a property agent?

**A.** Not if the owner resides in Galena or within 50 miles of Galena. Property owners who do not reside within 50 miles of Galena, however, are required to have a local agent. The local agent is designated by the owner and provides a contact person for the property.

**Q.** Can my tenant be the local agent?

**A.** Yes, however it is advisable to consider that tenants frequently change.

**Q.** How do I schedule an inspection?

**A.** The Office of the Building Official or Jo Daviess County Housing Authority will notify you in writing at least 30 days prior to the scheduled the triennial inspection. The owner or tenant of any rental unit may also request an inspection by calling the Office of the Building Official at 815-777-1050.

**Q.** Do I need to be present for the inspection?

**A.** Either the owner, agent, or tenant must be present for the inspection.

**Q.** What areas of the unit will be inspected?

**A.** All areas used for living, including but not limited to living rooms, bathrooms, kitchens, bedrooms and halls will be inspected.

**Q.** Are there limits to the number of tenants that may occupy a rental unit?

**A.** Yes. Generally, occupancy of a rental unit cannot exceed an individual, members of his/her family, and not more than three unrelated individuals operating as a single housekeeping unit. Alternatively, a specific occupancy limit may be dictated by the space available in a rental unit and would be determined at the time of inspection.

**Q.** How long will the inspection last?

**A.** A typical inspection will last approximately 30 minutes per unit, but could be longer or shorter depending on the circumstances.

**Q.** How long after the inspection will I receive my rental certificate of inspection?

**A.** A rental certificate of inspection will be issued within five business days after the completion of the inspection where compliance with the Galena Residential Rental Housing Code is achieved.