

Frequently Asked Questions

Q. I own and live in my property and DO NOT intend to rent it out. Do I need to register?

A. Yes. With the constant turnover of residential property, *Village Ordinance 2193* calls for *all residential property* to be registered. This process will clearly identify owner-occupied (personal) property versus rental property. Owner-occupied property is exempt from inspections and annual registrations. As long as you remain the owner of this property and its status remains the same, a one-time registration is required. To register, simply complete and submit the **Owner-Occupied Exemption Form**. There is no fee for registering owner-occupied property.

Q. I'm purchasing the property (we haven't closed yet) and I intend to live in it. When should I register?

A. Once the transfer of ownership is complete, you will have *30 days* to register. Registrations are not transferable.

Q. I own vacant property. Does it need to be registered?

A. Complete the [Vacant Residential Building Property](#) registration form also found on our webpage www.myrantoul.com/rental and submit to 333 S. Tanner St Rm. 402, Rantoul, IL 61866

Q. Our church received a registration packet. Are we required to register?

A. The church building is not required to register, but if they own a parsonage or a place where one would reside, the parsonage or specified dwelling must register (one-time) as rental property even if they are not paying rent

Q. We registered our rental property late in the year and paid the \$40.00 Registration Fee. Is this fee pro-rated?

A. No, registration fees are not pro-rated. They are specific to each registration year.

Q. When can I expect my rental property to be inspected?

- A. Once every three (3) years unless cited for other violations of the code. If you are a new landlord, your rental will be inspected shortly after being registered.

Q. What type of things will the Inspector look for?

- A. The Village will use the 2006 Residential Property Maintenance Code. Inspections will cover life safety and health items, as well as, property maintenance code requirements. To prepare for inspections, please refer to the [pre-inspection checklist](#). For details about the Property Maintenance Codes, visit www.iccsafe.org.

****PLEASE MAKE SURE SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS ARE UP-TO-DATE AND WORKING PROPERLY.****

Q. How much time will I have to correct any violations?

- A. Normally, 30 days. For more difficult violations, speak to the Inspector. If an extension is needed, your request *must* be submitted in writing.

Q. Does the Village Inspect Section 8 Housing?

- A. Yes, Section 8 Housing is included in our inspections.

Q. I'm a tenant, my landlord continues to ignore requests to make badly needed repairs. I know I shouldn't hold back the rent, but what am I to do?

- A. For information about tenant rights, contact the Tenant Union of Champaign County at 217-352-6220 or www.tenantunion.illinois.edu. To have the Rental Inspector examine the problem, complete a [Tenant Inspection Request](#) and submit to 333 S. Tanner St. Rm. 402, Rantoul, IL 61866.