



VACATION RENTAL LICENSE APPLICATION

Village of Riverside | 27 Riverside Rd. Riverside, IL 60546 | P: 708 - 447-2700 | F: 708 - 447 - 2704

I/We, the undersigned, hereby make application for license under and by virtue of the Ordinances of the Village of Riverside for rental of a private residence.

New License

License Renewal

PROPERTY INFORMATION

Property Address: _____ # of dwelling units: _____

City: Riverside State: IL Zip Code: 60546 Tax Index #: _____ Zoning: _____

Property Owner(s): _____

Mailing Address: _____

(If a partnership, corporation, or other entity, include its name and the name of the responsible party.)

Applicant/authorized agent: _____ Address: _____

(Owner or authorized agent must be located within 30 miles of property.)

Phone #: _____ Fax #: _____ Email Address: _____

Alarm System: Yes No Must notify Riverside Police Department at (708) 447-2127 to ensure alarm information is current.

Detailed Profile of Property (access to the property, available outdoor areas, parking provided, etc.):

ADDITIONAL INFORMATION REQUIRED *(Note: \$100 business license fee required upon approval)*

- A) A certificate of insurance, as required under section 3-26-7 of Village Code;
Applicant and subject property must be covered by liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence, for bodily injury and property damage arising in any way from the issuance of the license. Please refer to subsection 3-26-7 for detailed policy requirements.
- B) A statement as to whether the applicant or any other person with an ownership interest in the property on which the vacation rental is located, including co-owners, partners, members, managers, or officers of any owning partnership, limited liability company or corporation, has ever been convicted in any jurisdiction of any felony;
- C) Proof that the applicant has at least a twenty-five percent (25%) ownership interest in the property on which the vacation rental is located, and names, addresses, ownership interest and current contact information for any co-owners, partners, members, managers, and officers; and
- D) *For renewals only*, a summary of the number of nights the property was rented and the number of guests who stayed at the property during the previous 12-month period.

ALL VACATION RENTALS WILL BE INSPECTED RELATIVE TO BUILDING AND FIRE DEPARTMENT CODES

I/We hereby certify that all of the information contained in this application for a Vacation Rental License is true and correct, that I/we am/are authorized to sign this document of behalf of this property owner; further that any false penalties provided for by law. I/We further state that we understand all of the ordinances of the Village of Riverside or the laws of the State of Illinois or of the United States of America in the conduct of the place of rental described herein.

NOTE: This is an application for a vacation rental license and it is understood that a rental cannot be conducted until a license is issued by the Village Clerk of the Village of Riverside, Illinois.

Signature of Applicant: _____ Title: _____ Date: _____

FOR OFFICE USE

Received: _____

Reviewed: _____

Inspection: _____

Issued: _____

Chapter 26

VACATION RENTALS

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3-26-1: DEFINITIONS:

VACATION RENTAL: A dwelling unit or portion thereof offered for rent for a period not to exceed thirty (30) consecutive days to any person other than a member of the owner's family. Vacation rental licensees may, but are not required to, live in the vacation rental. The term "vacation rental" shall not include hotels or motels or bed and breakfast establishments, nor shall it include "house swapping" where a homeowner switches or trades homes with another homeowner in a different town for a short period of time for a vacation and no money is exchanged.

3-26-2: LICENSE:

A license is required to operate a vacation rental, as defined in this chapter, within the village. Licenses shall be issued by the village clerk for a period of one year from the date of issuance, unless sooner revoked, and may thereafter be renewed for successive one-year periods. No license shall be transferable to another person or location or to other vacation rental establishments.

3-26-3: APPLICATION; INFORMATION REQUIRED:

An application for, and, if requested, renewal of, a business license to engage in the business of vacation rental shall be accompanied by the following information:

(A) A certificate of insurance, as required under section 3-26-6 of this chapter;

(B) A statement as to whether the applicant or any other person with an ownership interest in the property on which the vacation rental is located, including co-owners, partners, members, managers, or officers of any owning partnership, limited liability company or corporation, has ever been convicted in any jurisdiction of any felony;

(C) Proof that the applicant has at least a twenty-five percent (25%) ownership interest in the property on which the vacation rental is located, and names, addresses, ownership interest and current contact information for any co-owners, partners, members, managers, and officers; and

(D) For renewals only, a summary of the number of nights the property was rented and the number of guests who stayed at the property during the previous 12-month period.

3-26-4: LICENSE FEES:

The fees for licenses issued under the provisions of this chapter shall be as set forth in section 3-1-6 of

this title.

3-26-5: DEPARTMENTAL DUTIES; LICENSE REQUIREMENTS AND STANDARDS:

(A) The building department and the fire department shall inspect each vacation rental before any initial vacation rental license is issued for compliance with all applicable village building, fire, property maintenance and other code requirements and village and state regulations (see section 3-26-6(C)). Thereafter, the building department and the fire department shall inspect the vacation rental at least once every two (2) years. Vacation rentals shall be subject to compliance inspections by staff members of the Village's fire, police and building departments at any time upon reasonable notice. In order for a license to issue, a vacation rental must comply with all village building, fire, property maintenance and other code requirements and village and state regulations.

(B) No vacation rental licensee shall:

1. Rent any vacation rental for any period of time shorter than twenty-four (24) consecutive hours;
2. Rent any vacation rental more than once within any consecutive twenty-four (24) hour period measured from the commencement of one rental to the commencement of the next;
3. Rent the property as a vacation rental for more than 60 days in a calendar year;
4. Advertise an hourly rate or any other rate for a vacation rental based on a rental period of fewer than twenty-four (24) consecutive hours;
5. Serve or otherwise provide to any guest any food or beverage other than food or beverages that are pre-packaged and sealed by the manufacturer for individual serving; or
6. Cause or permit, by action or failure to act, the vacation rental or its use to suffer from and/or create any violation of this code.

(C) Every vacation rental licensee shall post, in a conspicuous place within the vacation rental, the name and telephone number of the licensee or his or her authorized agent and an emergency exit floor plan.

(D) Every vacation rental licensee or their authorized agent must be located within a 30 mile radius of the vacation rental and must be available to respond to complaints at all times during the rental period. The name and phone number of the licensee and their authorized agent must be submitted to the Village and Police and Fire Departments.

(E) For vacation rentals where the Licensee does not live on the premises, the kitchen shall be cleaned and sanitized between guests and all opened or perishable food and beverages shall be discarded. All dishes, utensils, pots, pans and other cooking utensils shall be cleaned and sanitized between guests.

(F) Vacation rental licensees shall change supplied bed linens and towels therein at least once each week, and prior to the letting of any room to any new guest. The licensee shall be responsible for the maintenance of all supplied bedding in a clean and sanitary manner.

(G) Any overnight parking for vacation rentals must be accommodated on the site, and parking, including overnight parking, shall be in conformance with village code and zoning ordinance requirements.

3-26-6: LICENSE ISSUANCE AND RENEWAL; PROHIBITIONS:

No business license to engage in vacation rental shall be issued to:

(A) Any applicant, if such applicant or any other person with an ownership interest in the property on which the vacation rental is located, including co-owners, partners, members, managers, or officers of any owning partnership, limited liability company or corporation, has ever been convicted in any jurisdiction of any felony that is rationally related to the individual's fitness or capacity to operate a vacation rental;

(B) Any applicant whose license to operate a vacation rental or similar establishment at any location within or outside the village has been revoked for cause within the last three (3) years.

(C) Any applicant where the applicant or any other person with an ownership interest in the property on which the vacation rental is located, including co-owners, partners, members, managers, or officers of any owning partnership, limited liability company or corporation, is in default to the village regarding payment of water and sewer charges, special taxes or assessments, parking and other village violation citations or judgments, motor vehicle tax, or any other taxes or fees that are due and unpaid by such person to the village, pursuant to subsection 3-1-3(B) of this code, or where there are delinquent property taxes owed to Cook County on the property on which the vacation rental is located, or any other property owned within the village by the applicant or co-owners, partners, members, managers, or officers of any owning partnership, limited liability company or corporation.

3-26-7: LEGAL DUTIES:

Each vacation rental licensee shall be required to:

(A) Provide with the application an insurance certificate indicating that the applicant and subject property is covered by liability insurance with limits of not less than one million dollars (\$1,000,000.00) per occurrence, for bodily injury and property damage arising in any way from the issuance of the license. Each policy of insurance required under this subsection shall:

1. Be issued by an insurer authorized to insure in the state of Illinois;
2. Include a provision requiring thirty (30) days advance notice to the village prior to cancellation or lapse of the policy. The licensee shall maintain the insurance required under this section in full force and effect for the duration of the license period for each vacation rental location. A single violation of this subsection shall result in suspension or revocation of the license;

(B) Maintain current guest registration records which contain the following information about each guest: the guest's name, address, signature, room assignment and dates of accommodation. The registration records shall be kept on file for three (3) years and, upon request by any authorized village official, shall be made available for inspection by such village official during regular business hours or in case of an emergency;

(C) Comply with all applicable village building, fire, property maintenance and other code requirements and village and state regulations, including but not limited to the state fire marshal's requirements for one- and two-family dwellings. Vacation rentals are required to have a combined supervised smoke and heat detection and fire alarm system, as set forth in sections 5-4-2 and 5-4-3 of this code if they allow rental of rooms to different guests on the same night;

(D) Conspicuously display a current village vacation rental license within the vacation rental with the name and telephone number of the licensee or his or her authorized agent and an emergency exit floor plan; and

(E) Fulfill all requirements of the Illinois department of revenue for operation of a vacation rental, including the payment of any applicable hotel taxes.

3-26-8: PROHIBITED ACTS:

It shall be unlawful for any vacation rental licensee to:

(A) Exceed the scope of the license;

(B) Allow occupancy of the entire premises where the vacation rental or any part thereof is situated to exceed one person per two hundred square feet (200 sq. ft.) of floor area, excluding elevators, stairways or other shaft enclosures;

(C) Rent any vacation rental for more than thirty (30) consecutive days to any guest;

(D) Erect any signage regarding the vacation rental;

(E) Permit any criminal activity or public nuisance to take place on the licensed premises. If a licensee knows or suspects that any criminal activity or public nuisance is taking place on or immediately adjacent to the licensed premises, the licensee shall immediately notify the police department of such fact and cooperate with the police department in any investigation that may ensue;

(F) Knowingly make any false or incomplete or misleading statement about the licensee's criminal background, or the criminal background of any other person with an ownership interest, in connection with any license application submitted pursuant to this chapter; or

(G) Be in violation of any other requirement of this chapter, the village code or zoning code, or any rules or regulations promulgated under any of the foregoing.

3-26-9: REGULATIONS:

The village manager shall have the authority to promulgate rules and regulations necessary to implement the requirements of this chapter.

3-26-10: LICENSE REVOCATION; THREE-YEAR WAIT FOR NEW LICENSE:

If a vacation rental license is revoked for any cause, no license shall be granted to any person for the operation of a vacation rental at the premises described in the revoked license, or to the revoked licensee, and his or her co-owners, or the partners, members, managers, or officers of any owning partnership, limited liability company or corporation, for a period of three (3) years from the date of revocation.

3-26-11: PENALTY:

Any one violation of this chapter, or any rules or regulations promulgated under this chapter may result in fines, suspension or revocation. A violation of any section of this chapter is subject to a fine of not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00) for each offense. Each day that a violation continues shall constitute a separate and distinct offense. Actions to suspend or revoke licenses issued under this chapter shall be in accordance with section 3-1-5 of this code. In

addition to any other penalty, suspension or revocation provided for by this chapter or by law, three (3) or more violations of this chapter, this code or zoning ordinance, or any rules or regulations promulgated under any of the foregoing, by the licensee or related to the licensed premises, on three (3) different days within any twelve (12) month period, shall result in a mandatory license suspension or revocation.