

## The Process

1. Submit Rental Registration.
2. Schedule Rental Occupancy Inspection, provide minimum 24 hour notice.
3. Inspector examines the dwelling's visible structural elements; heating, electrical, and plumbing systems. They will not disassemble any building components. Plus, based on the number of bedrooms and square footage, maximum occupancy is calculated.
4. Once approval is received, you may pick up your Certificate of Rental Compliance and the tenant may move in. All fees are due prior to issuance of Certificate of Rental Occupancy.

A new certificate is required at every change of tenant.

## Inspection Fees

For new rental unit a **\$50 fee** for each separate dwelling unit inspected, applies. For units with a change of occupancy, a **\$25 fee** applies.

Inspections are performed by Village Inspectors Monday through Friday by appointment only, please provide 24 hours notice.

Community Development: (847)587-3176  
FL Fire Protection District: (847)587-3312  
Police Department: (847)587-3100  
Utility Billing: (847)587-2151  
Village Hall: (847)587-2151

## Residential Rentals



# Welcome to the Neighborhood!



Community Development  
66 Thillen Dr.  
(847)587-3176  
Monday-Friday 8am-5pm  
[www.foxlake.org](http://www.foxlake.org)

## Inspection Check List

This is a partial list. Inspections are conducted in accordance with the 2009 ICC, 2011 NEC, State and local Fire code, State Statutes and Village Ordinance.

- Property address required on the front of the building.
- Carbon Monoxide Detectors are required within 15 feet of all sleeping quarters, unless (1) the unit does not rely on combustion of fossil fuel for heat, (2) is not connected to a garage, and (3) is not sufficiently close to any ventilated source of carbon monoxide.
- The apartment hallway and/or stairway have natural or electric light at all times.
- The roof does not leak.
- There are hand railings where there are three steps or more.
- The balconies/porches/decks are safe.
- There are no holes, breaks or loose or rotting boards in the exterior walls or foundation.
- There are sufficient garbage cans with lids for the outside.
- Every room has at least one window or skylight that can be opened, except for the bathroom, laundry, furnace, pantry, kitchenette or utility room.
- There are no broken windows.
- All the windows operate properly.
- There are screens on all the windows.
- The dwelling is always maintained at a minimum temperature to ensure health and safety.
- There are no insects or rodents in the dwelling.
- The locks on all exterior doors work properly.
- You have two or more safe ways to get out of your apartment.
- The kitchen has cabinets and shelves.
- The drains, toilets, sinks and other plumbing fixtures work well.
- If the bathroom has no window or skylight, there is a vent or fan to the outside that works properly.
- Wind or rain does not enter the dwelling through the doors or windows.
- The bathroom and kitchen floors resist water and are easy to keep clean and sanitary.
- The stove is safe and in good repair.
- All of the sinks, bathtubs and/or showers are supplied with hot (120 degrees F. at any time needed) and cold running water.
- You can get to the bathroom or other bedrooms without going through some else's bedroom.
- The gas burning water heater is vented to the outside. (It is not in your bathroom or bedroom.)
- All electrical outlets, switches or fixtures operate properly.
- There are no pipes that leak.

## Overview

Any dwelling that is leased or rented shall be subject to inspection by a code official upon change of occupancy, upon a request of a tenant or owner, or for probable cause, for the purpose of determining whether that dwelling is in compliance with all applicable property maintenance laws, ordinances and regulations.

A uniform procedure for the inspection and certification of residential housing units in the Village was established to protect the health and welfare of the occupants as well as preserve and protect the values of the properties within the neighborhoods and vicinities. Once compliance is established, a **"Certificate of Compliance"** is issued.

A new certificate is required if:

- There is a change of occupancy of the residential dwelling unit covered by the certificate.
- The certificate is lawfully revoked or suspended.