

APARTMENT SEARCH & LIVING

AN INTERACTIVE GUIDE FOR STUDENTS: TRAINING FOUR

STAGE 4: LIVING WELL & STAGE 5: HOSTING RESPONSIBILITY



COMMUTER AND OFF-CAMPUS LIFE



About This Guide

This online interactive guide is a resource for UIC students searching for off-campus housing. This online training will provide guidance and resources related to the following topics:

- The apartment search process
- Legal responsibilities of both tenants and landlords
- Navigating landlord/tenant issues
- Being a good neighbor off-campus

5 Stages To Your Apartment Search

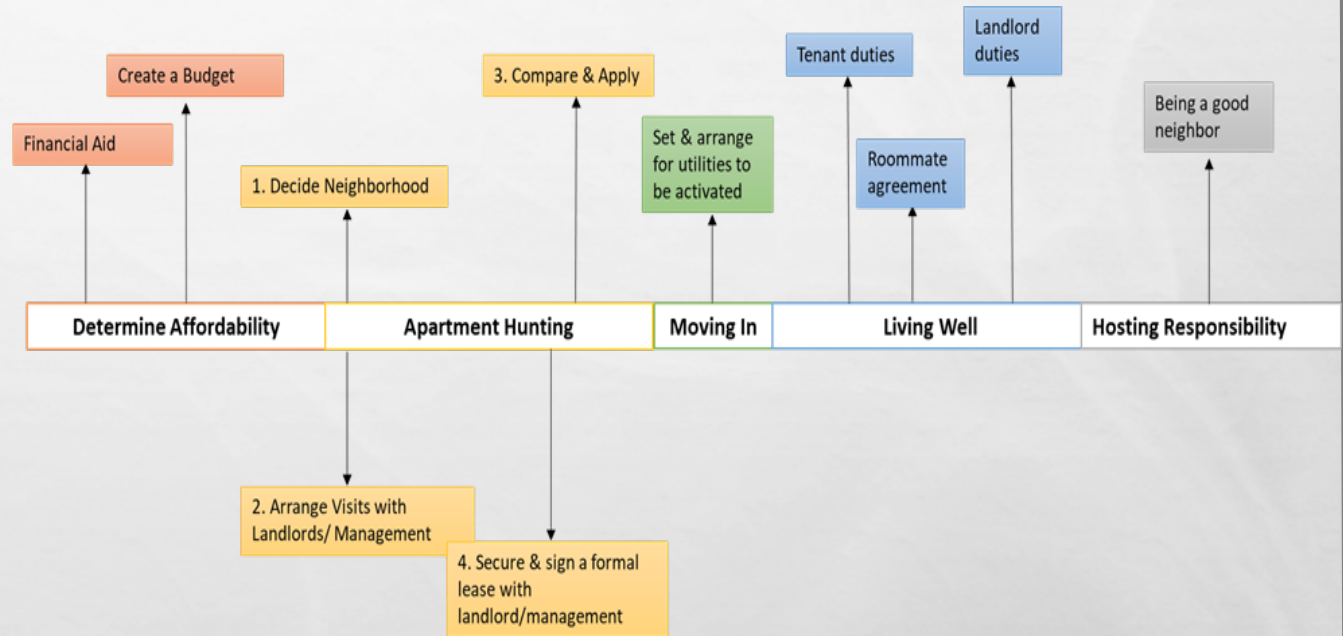
STAGE 1: Determine Affordability – Learning about your financial feasibility to prepare for your search.

STAGE 2: Apartment Hunting – how to search and select an apartment that best accommodates you.

STAGE 3: Moving In – things to consider upon moving into your new apartment.

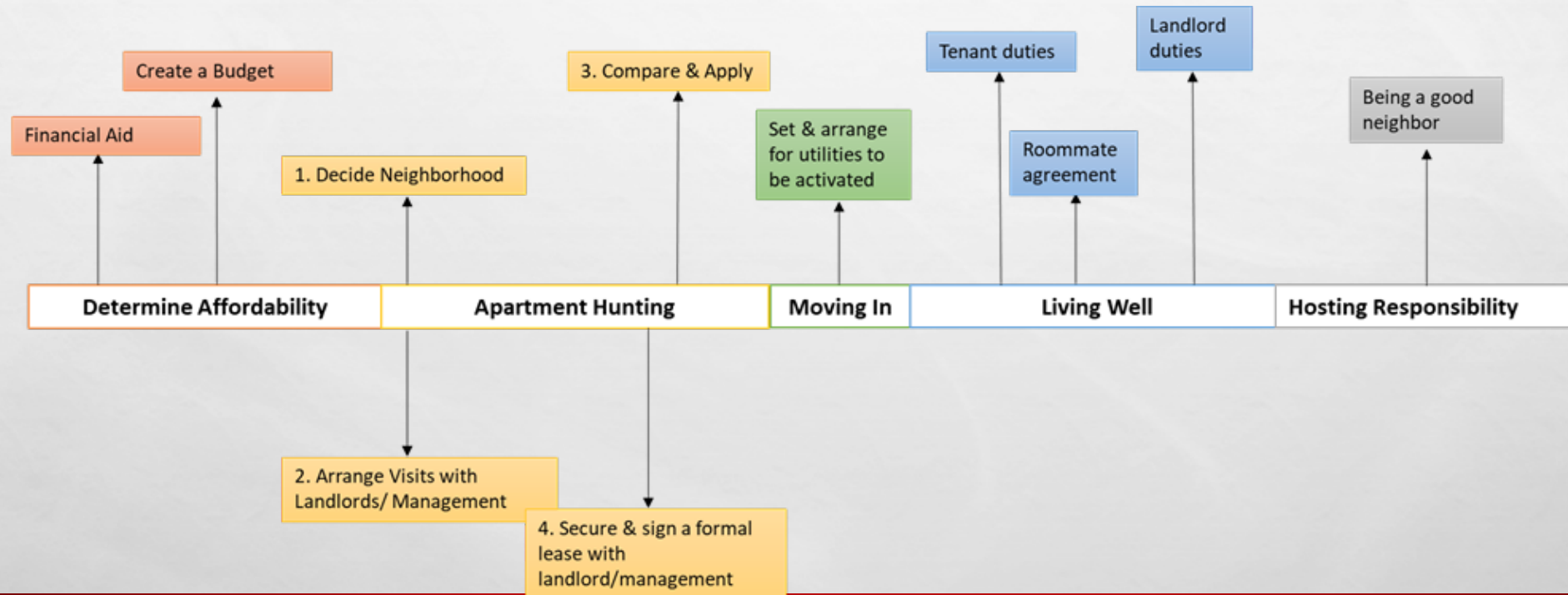
STAGE 4: Living Well – navigating issues with landlords and hosting responsibly.

STAGE 5: Hosting Responsibility – continuing to learn about what makes a good tenant and a good neighbor.



STAGE 4: LIVING WELL

Living Well – Navigating issues with landlords and hosting responsibly.



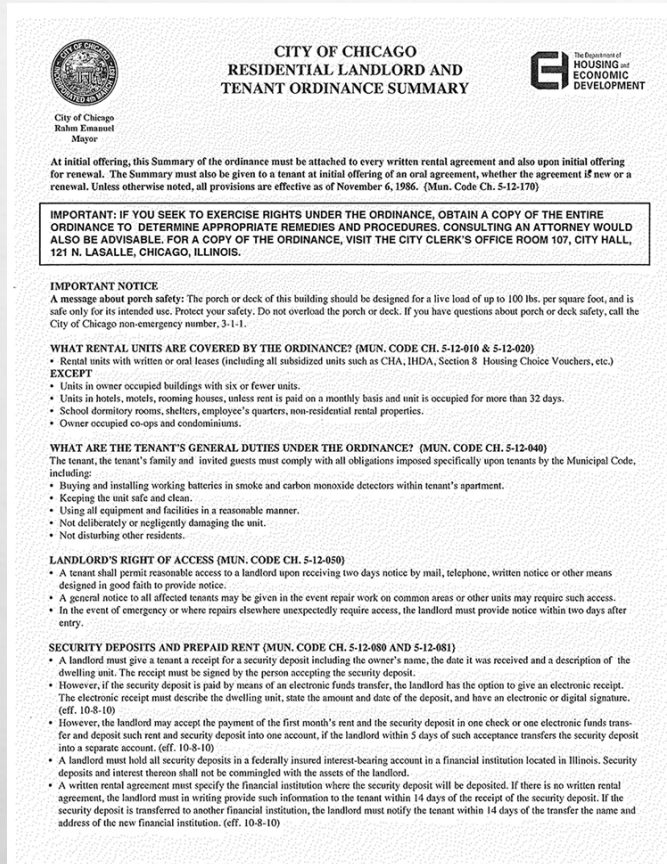
STAGE 4: LIVING WELL

NAVIGATING ISSUES –THE RESIDENTIAL LANDLORD TENANT ORDINANCE (RLTO)

Know that issues may arise when living off-campus so it is important to know your rights and responsibilities as a tenant. One key way to ensure you are aware of your rights is to learn about the **Residential Landlord Tenant Ordinance (RLTO)**.

- The Residential Landlord Tenant Ordinance (RTLO) was originally formed to address the issue of renters being refused rental housing.
- Disadvantaged groups that found housing stayed in poorly maintained properties and were treated unfairly by their landlords as there were no guidelines or laws in place to protect them.
- The Residential Landlord Tenant Ordinance was established in 1986 by the Chicago City Counsel. The RTLO is your legal support in to know your rights as a tenant.
- **Keep in mind that Tenant-Landlord Relationships and Rights varies depending on the state and city**
 - **The Tenant –Landlord Relationship and Rights only pertain to the city of Chicago**

THE RESIDENTIAL LANDLORD TENANT ORDINANCE (RTLO)



- Review the Residential Landlord Tenant Ordinance [here](#).
- This document outlines your rights and responsibilities as a tenant.
- For an abridged summary of the Residential Landlord Tenant Ordinance, click [here](#).

LIVING WELL

NAVIGATING ISSUES – WHAT THE RLTO COVERS

Residential Landlord Tenant Ordinance (RLTO) covers these topics and more:

- Tenant Responsibilities
- Landlord Responsibilities
- The right of access
- General duties
- Regulation of security deposits
- Bed Bug Regulations
- Subleasing
- Remedies



*These topics will be discussed in more detail throughout this guide.

STAGE 4: LIVING WELL

BE A GOOD TENANT – TENANT'S DUTIES

According to the Residential Landlord Tenant Ordinance, the **tenant** is responsible for:

- Paying rent on time (make sure you obtain receipts from your landlord)
- Following the terms of your lease
- Being courteous to neighbors – Get to know them
- Communicating maintenance issues
- Replacing batteries in smoke/CO detectors
- Treating the property/unit like your own
- Properly using appliances



STAGE 4: LIVING WELL

BE A GOOD TENANT – LANDLORD DUTIES

According to the Residential Landlord Tenant Ordinance, the landlord is responsible for:

- Providing 2 days of entry to apartment – Landlord must notify tenant of intention to enter apartment. Or, if the landlord has entered the apartment (ex. Emergency repair) they must notify the tenant within 48 hours.
- Providing contact information – Preferred contact information also provided on the lease.
- Security Deposits
 - The landlord must provide the tenant with a receipt for the security deposit.
 - The security deposit should be placed in an interest-bearing account
 - A landlord must return all security deposits and required interest, if any, minus unpaid rent and expenses for damages within 56 days from the date the tenant vacates the unit.

***Review the Residential Landlord Tenant Ordinance [here](#).

For an abridged summary of the Residential Landlord Tenant Ordinance, click [here](#).

STAGE 4: LIVING WELL

BED BUGS



Landlord Responsibilities	Tenant Responsibilities
<ul style="list-style-type: none">• To supply a tenant informational brochure on bed bug treatment & prevention• In the city of Chicago, landlords are responsible for hiring a licensed professional to remove bed bugs, no matter how they entered the apartment.• Landlords must inspect within 10 days after being notified and treat if necessary.• Your landlord is obligated to treat your unit/apartment as many times as necessary until you are bed bug free.	<ul style="list-style-type: none">• To notify the landlord in writing of any suspected or known infestation in the unit within 5 days• To notify the landlord in writing of any recurring or unexplained bites, stings or sores suspected to be caused by bed bugs• To grant access at reasonable times upon reasonable notice for inspections and treatments/to not interfere• If your landlord fails to respond appropriately, you should contact OCSL and the Metropolitan Tenants Organization (MTO) for support on next steps.

***Please note:** The landlord must exterminate any insects, rodents, or pests within any unit if infestation, regardless of the cause of infestation.

To learn more about tenant remedies for pest infestation visit: <https://www.tenants-rights.org/chicago-building-code-re-pests-5/> or the Residential Landlord Tenant Ordinance

STAGE 4: LIVING WELL

BE A GOOD TENANT

Reporting Issues

There may be a time when you will need your landlord's assistance with an issue. Some usual issues can be **Minor repairs or defects**:

- ✓ Broken shelf
- ✓ Broken handle
- ✓ Broken Dishwasher

Tenant Remedies:

- Request in writing that landlord make repairs within 14 days. If landlord fails to comply, tenant may **withhold** an amount of **rent** that reasonably reflects the reduced value of unit, OR...
- Have the **repairs** made and **deduct** up to \$500 or ½ of the month's rent (whichever is more) but not exceed one month's rent
 - Receipt for the repairs must be given to the landlord, and no more than the cost of repairs can be deducted from the rent , OR
- File suit against landlord for damages

Review the Residential Landlord Tenant Ordinance [here](#).
For an abridged summary of the Residential Landlord Tenant Ordinance, click [here](#).

STAGE 4: LIVING WELL

BE A GOOD TENANT

Reporting Issues

There may be a time when you will need your landlord's assistance with an issue. Some usual issues can be **Major repairs or defects (Clear immediate health issue)**:

- ✓ Improperly working front/back door
- ✓ Lack of running water
- ✓ Bed Bugs
- ✓ Other Pests or rodents
- ✓ No heat

Tenant Remedies:

- Request in writing that the repairs be made within a **reasonable time** up to 14 days. Tenant may immediately terminate lease if repairs are not made.
- Must move out in 30 days or tenants notice is considered withdrawn.
- The landlord must inspect your unit within 10 days after being notified of bed bugs and treat if necessary.
- File suit against landlord for damages

Review the Residential Landlord Tenant Ordinance [here](#).
For an abridged summary of the Residential Landlord Tenant Ordinance, click [here](#).

STAGE 4: LIVING WELL

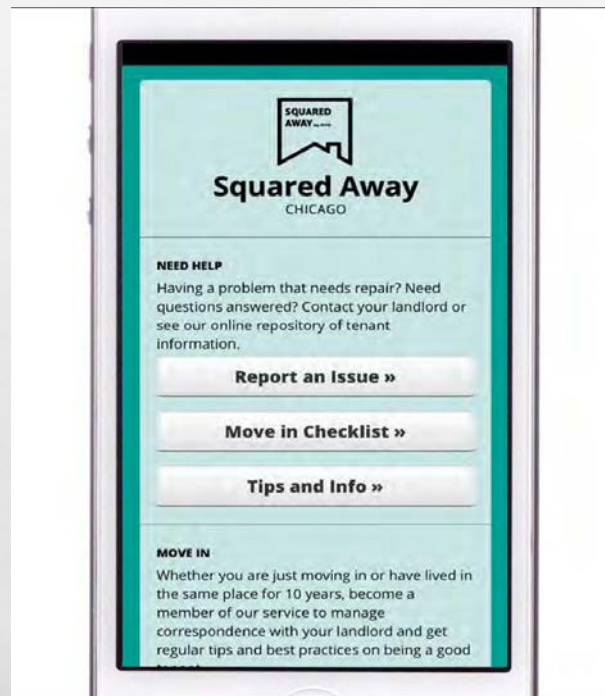
BE A GOOD TENANT

Reporting Issues

1. Review the Residential Landlord Tenant Ordinance.
 - Based on the RTLO, what are your options? What laws have been violated? What timeframe must your landlord work within?
2. Contact your Landlord directly.
 - Contact your landlord via telephone or email or in person. It is important however to formally request action in writing.
3. Follow up as necessary.
 - It is important that you follow up with your landlord within the designated timeframe. If they do not respond to your issue according to the RTLO, additional action may be necessary.

SQUARED AWAY APP

Should you encounter an issue and wish for additional support, use the Squared Away Web App. Created by the Metropolitan Tenants Organization, Squared Away allows you to report apartment issues, create a move-in checklist, generate letters of request to your landlord, and document the condition of your unit.



Learn more at:

<https://www.squaredawaychicago.com/>

STAGE 4: LIVING WELL

BE A GOOD TENANT

Additional Remedies

Need support? Reach out.

- Should you need guidance on how to navigate your landlord issue, contact Commuter and Off-Campus Programs here at UIC at commtuer@uic.edu.

Commuter Student Resource Center

750 South Halsted St.

Suite 245, SCE Chicago, IL

We offer Walk-in hours: Monday and Tuesday from 3-5 p.m.

- For some issues, we may refer you to Student Legal Services:
<https://dos.uic.edu/studentlegalservices.shtml>.
- Alternatively, we may refer you to the Metropolitan Tenants Organization (MTO), a tenant advocacy organization dedicated to supporting Chicago tenants: <https://www.tenants-rights.org/>



METROPOLITAN TENANTS ORGANIZATION (MTO)

MTO supports 4 key elements to maintain Housing Justice. “Housing must be Affordable, Stable, Habitable and Accessible.”

They work directly with tenants to provide solutions for landlord and apartment issues. Their resources include:

- Volunteer Tenants Rights MTO Hotline:
 - **773-292-4988**
- Templates for Letters (Such as to request repairs)
- Frequently Asked Questions
- Other Advocacy Resources

For more resources, visit: <https://www.tenants-rights.org/>



STAGE 4: LIVING WELL

BE A GOOD TENANT: REPORTING ISSUES



Things to remember

- Don't be afraid to seek help or report your landlord.
- Landlords are not authority figures.
- Pursing your rights as a tenant won't alter your immigration status
- There are resources designed to help and protect you.
- You can also report interpersonal issues (Such as a conflict with a tenant from a different unit or neighbor)

STAGE 4: LIVING WELL

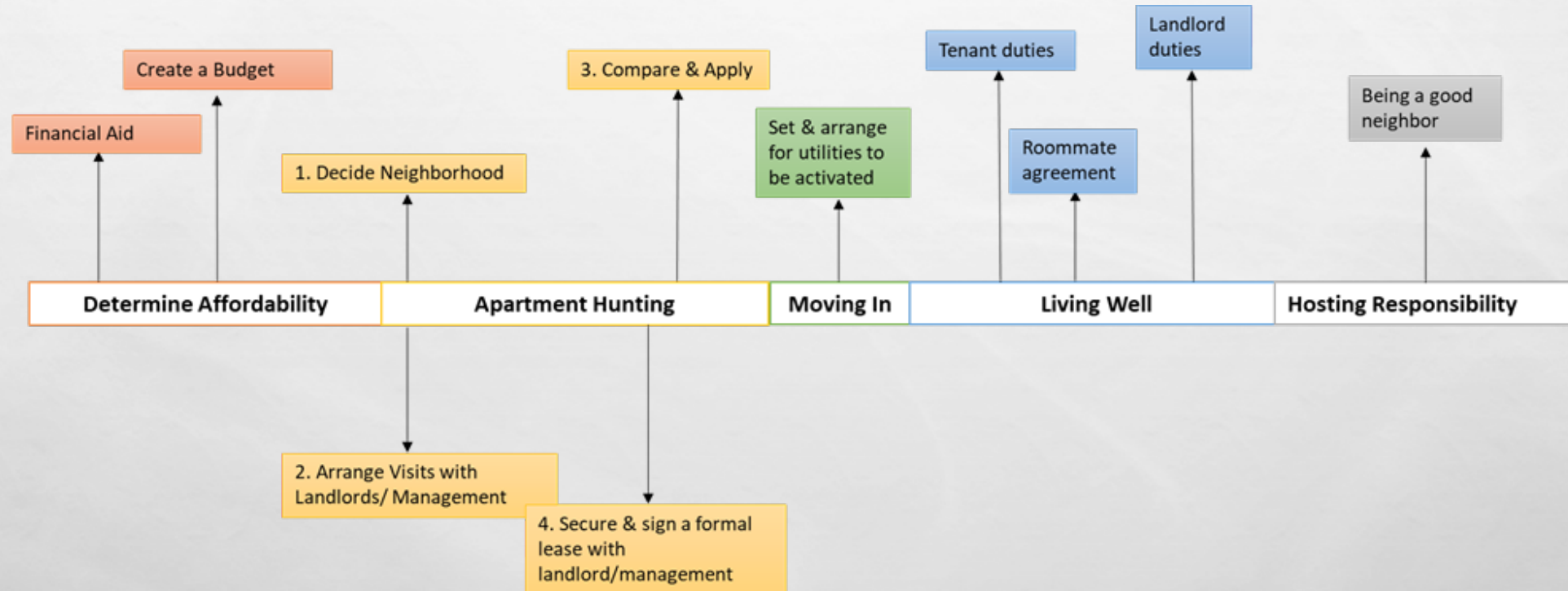
ESTABLISH A ROOMMATE AGREEMENT – BEING A GOOD ROOMMATE



- After moving in set up a meeting with your roommate(s) about boundaries and each other's expectations living together.
- Communicate – discuss your habits and routines. If issues or disagreements arise, communicate.
- Clean up after yourself.
- Respect your roommate(s) privacy
- Create a roommate agreement

STAGE 5: HOSTING RESPONSIBLY

Stage 5: Hosting Responsibility – Continuing to learn about what makes a good tenant and a good neighbor.



STAGE 5: HOSTING RESPONSIBLY

BE A GOOD TENANT – BEING A GOOD NEIGHBOR

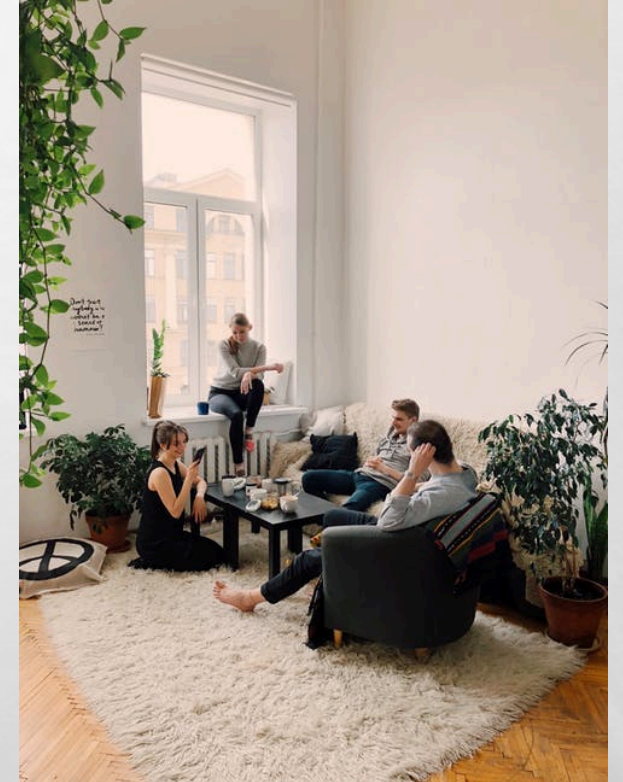
Hosting Parties & Social Gatherings

It's natural for a student to want to invite friends over or hold gatherings at their apartment. However, part of being a good neighbor, tenant, roommate, and host takes a bit of planning.

Here are some tips:

- Set a plan with your roommates regarding how you will host.
- Who will be allowed into your residence?
- How many guests?
- How long will the party last?
- Make sure you notify your neighbors and/or other tenants that reside in the apartment building of your intention to host.

Provide an approximate start/end time to your gathering. Remember that not everyone is on the same schedule as you and your neighbors may have jobs or families to tend to in the morning.



STAGE 5: HOSTING RESPONSIBLY

BE A GOOD TENANT – BEING A GOOD NEIGHBOR

Hosting Parties & Social Gatherings - During the Party

- Designate a sober tenant
- Monitor and control noise throughout the party
- Don't serve alcohol to people under 21
- Have the option of non-alcoholic drinks and food.
- Keep an eye on guests who have had too much to drink
- Talk to guests as they leave to determine their ability to drive or leave on their own
- Use the best judgement to diffuse violence
- Make sure your guests are disposing of trash properly. Provide a necessary amount of trash bins



STAGE 5: HOSTING RESPONSIBLY

BE A GOOD TENANT – BEING A GOOD NEIGHBOR

Responsible Party Host – After the Party

- Check shared Building spaces for garbage and debris.
- Monitor guests as they leave
 - Are they remaining outside your residence?
 - What is their noise level?
- Check in with your neighbors
- For more tips on Your Role as a UIC Student in the Community visit <https://dos.uic.edu/goodneighbor.shtml>



You Have Completed Training Four

Living in an off-campus apartment offers a variety of new experiences and challenges. As you navigate your search, transition, and tenancy, know that Commuter and Off-Campus is available to guide and refer you to key resources, programs, and services here at UIC.

We can be contacted at:

Commuter Student Resource Center

750 South Halsted St.

Suite 245, SCE Chicago, IL

Phone: (312) 413-7440

Email: commuter@uic.edu

Office hours for general apartment inquiry:

Monday and Thursday from 3-5 p.m.



To proceed to the next Training please revisit our site.