

As a landlord in the City of Naperville, it is important to understand that you are responsible for providing safe, clean and fair housing for your tenant. As a result, you are required to abide by Naperville's Fair Housing Ordinance, follow rules pertaining to boarding and utility deposits as well as address issues that affect tenants' quality of life.

Effective landlords are also good neighbors, ensuring that the condition of their property does not negatively affect the surrounding area. As the property owner, you must comply with the city's property maintenance and building standards to address issues such as:

- ☑ **Trash Removal**
- ☑ **Sidewalks**
- ☑ **Parking**
- ☑ **Exterior Upkeep**
- ☑ **Property Maintenance**
- ☑ **Animal Ownership**
- ☑ **Occupancy**
- ☑ **Heat and Plumbing Requirements**
- ☑ **Electrical Safety**

## Important City Numbers:

**(630) 420-6065**

**Fair Housing**

**(630) 420-6666**

**Noise and Nuisance Concerns**

**(630) 420-6100**

**Property Maintenance Concerns**

**(630) 420-6059**

**Utility Questions**

**(630) 420-6111**

**All Other Inquiries**

# How to be a Responsible Landlord



Transportation, Engineering and  
Development Business Group  
400 S. Eagle Street  
Naperville, IL 60540

# Your Responsibilities as a Landlord in the City of Naperville

## Responsible landlords:

- ☑ **Understand the legal obligations and procedures associated with becoming a landlord.**
- ☑ **Thoroughly and consistently screen each applicant.**
- ☑ **Document everything in writing.**
- ☑ **Conduct periodic inspections of the property.**
- ☑ **Ensure homes are safe, habitable and comfortable for tenants by maintaining good property conditions.**
- ☑ **Comply with all building, maintenance and zoning codes of the city.**

## Boarding Rooms

A boarding room is a room within a home that is rented for sleeping and living quarters. Boarding rooms can only be rented from owner-occupied structures up to a maximum of two boarding rooms per single-family structure, or one boarding room for all other dwelling types. Boarding tenants must have access to common areas of the home (entry, living and bathroom areas) and cannot impose overflow parking onto the public right-of-way or lawn.

## What is Fair Housing?

Everyone has a fair and equal opportunity to purchase, own, lease or occupy housing within the City of Naperville without discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, familial status, physical or mental disability, military status, sexual orientation or legal source of income as outlined in Naperville's Fair Housing Ordinance. Read more about the ordinance by visiting our website at

[www.naperville.il.us/tenantslandlords.aspx](http://www.naperville.il.us/tenantslandlords.aspx).

Anyone who thinks they may have been discriminated against by a landlord, property manager, real estate agent, home loan officer, housing developer, or insurance agent regarding a housing related transaction should contact Anna Straczek, liaison to the Naperville Fair Housing Advisory Commission, by emailing [straczeka@naperville.il.us](mailto:straczeka@naperville.il.us) or calling the TED Business Group at (630) 420-6100.

## Utility Deposits

Landlords of rental property are asked to register their rental properties with the city finance department for utility purposes. A registration form is available at

[www.naperville.il.us/landlordregistration.aspx](http://www.naperville.il.us/landlordregistration.aspx).

## Make a Stand Against Crime

Landlords can download the Crime Free Lease Addendum which serves as a contract between a landlord and tenant where the rental applicant agrees prior to moving in to abide by all property rules and not participate in or allow criminal activity within their home. For more information on the addendum, which is part of the Crime Multi-Housing Program, visit our website at

[www.naperville.il.us/crimefreemhp.aspx](http://www.naperville.il.us/crimefreemhp.aspx)



For more information about these topics and what is required by city ordinance, visit our website at

[www.naperville.il.us/tenantslandlords.aspx](http://www.naperville.il.us/tenantslandlords.aspx)

or call us at (630) 420-6100