
Housing Authority of Cook County Ownership Packet

Attention Landlord

The Housing Authority of Cook County (HACC) will schedule the Housing Quality Standard Inspection once we receive:

1. **___ Request for Tenancy Approval Form (RFTA / Move Papers).**
This is completed by the Tenant and the landlord after the unit viewing and approval to proceed to inspection process. All areas on the both pages must be complete to ensure accurate information is sent to the inspection office for your unit.
2. **___ Declaration of Ownership Form**
All areas must be filled in and if the information does not apply, please mark "NIA". Note all (3) boxes in the Certification section at the bottom of the form must be checked off to certify the statement is correct.
3. **___ Proof of Ownership**
A copy of the deed or title insurance policy will be required to prove the owner on record for the property.
4. **___ W-9 Form**
This is to be completed by the owner / agent. A W-9 will be needed for both the owner and agent, if different.
5. **___ Proof of EIN or Social Security Number**
This will be required for both the owner and agent, if different.
6. **___ ID- A valid photo ID will be required for both the owner and agent, where applicable**
7. **___ Management Agreement-Only required if you will be using a 3rd party to manage the property.**
8. **___ Direct Deposit Form**
The HACC went "green" effective 3/21/14. All landlords receiving subsidy payments from the Housing Authority of Cook County must enroll for direct deposit of their payments.

Inspections:

You will receive a call from McCright and Associates to schedule the unit inspection. The goal is to inspect within 3 business days. However, in order for this to happen, McCright will need to speak to someone when scheduling to ensure the unit will be ready & someone will be present. If McCright gets your voicemail when scheduling, the date will be set for at least a week in the future. If you want to change the date for an earlier date, or later date, or for any other reason, please call McCright and Associates at (312) 283-0650.

Note:

*Items 3, 5, 6 & 7 are not included in this packet and must be provided if they apply.

**To avoid any delays in processing, please make sure to complete all pages of the forms attached. Incomplete paperwork will not be accepted or processed. Also, if you are a current landlord renting on our HCV Program, please make sure to supply all the information requested above for your new potential tenant's file. Be sure to write your vendor number on the forms as well (if applicable).

| Declaration of Ownership | |
|---|-------------------------------|
| Property Information | |
| Tenant Name | Client # |
| Building Address | |
| City, State, Zip | |
| Property Index Number (PIN) - - - - | |
| Ownership Information | |
| Legal Owner Name | |
| Owner SSN - - - - | Owner TIN - - - - |
| Mailing Address | |
| City, State, Zip | |
| Contact Phone | |
| Email | |
| Agent Information (if applicable) or (different than above) | |
| Agent SSN - - - - | or TIN - - - - |
| Agent Name | |
| Mailing Address | |
| City, State, Zip | |
| Contact Phone | |
| Email | |
| Certification | |
| <p><input type="checkbox"/> I certify that I am the legal owner or the legally-designated agent for the above referenced unit.</p> <p><input type="checkbox"/> I certify that the prospective tenant, including each family member, has no ownership interest in this dwelling unit whatsoever.</p> <p><input type="checkbox"/> I certify that the owner, including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HACC has determined (and has notified the owner and the family of such determination) that approving the leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member with disabilities</p> | |
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Print Name | Print Title |



HACC Launches Vendor/Landlord Portal

We are pleased to announce the launch of a new web-based information center for our vendors and landlords.

You can create your user account by visiting the following website:
<https://www.rentcafe.com/landlord/cook-county-live/login.aspx>

You will need the following information to complete your account activation:

- Landlord/Vendor Number and Unique Registration Code
- Your email address
- SSN or Tax ID number

If you do not know your vendor number or have any trouble activating your account, please contact us at registration@thehacc.org

The new web-based information center will allow you to view the following:

- **Profile Information**
Verify and make changes to your address, email, and phone numbers to ensure quality communication
- **Ledger**
View your ledger for the current month, last 6 months, or last 12 months
- **Caseworker Info**
Have information regarding the caseworker for each of your units at your fingertips
- **Abatement**
View information regarding any of your units in abatement
- **Forms/e-Newsletters**
You will be able to download current forms and be informed regarding all Landlord Seminars and Workshops

****INSPECTIONS**

If you have a question about inspections, need to schedule an inspection, want to request changes to inspection date, or to check the status of an existing inspection, you can call McCright and Associates at 312-283-0650 or visit their website www.results.mccright.com

****DIRECT DEPOSIT**

Effective March 2014, HACC went "green". All landlords in the Housing Choice Voucher Program must enroll for direct deposit of their payments.



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

RANJIT HAKIM
EXECUTIVE DIRECTOR

69 W. Washington St. Suite 3040 • Chicago, Illinois 60602 • (312) 603-1100 • F (312) 603-9988

MEMORANDUM

Date: November 20, 2013
To: Cook County Landlords and Rental Property Managers
From: Ranjit Hakim, Executive Director of Cook County Commission on Human Rights
Re: Source of Income Protections Under Cook County Human Rights Ordinance

TONI PRECKWINKLE

PRESIDENT
Cook County Board
of Commissioners

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1st District

ROBERT STEELE
2nd District

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JEFFREY R. TOBOLSKI
16th District

ELIZABETH ANN DOODY GORMAN
17th District

Please be advised that as of August 8, 2013, it is illegal for any person to discriminate in a real estate transaction against an individual based on his or her participation in the Housing Choice Voucher ("HCV") Program (sometimes called "Section 8"). See County Code, § 42-38(b). Doing so will allow an injured HCV holder to file a complaint with the Cook County Commission on Human Rights. The Commission can impose significant fines for substantiated violations as well as award damages and impose injunctive relief to the injured party. *Id.* at § 42-34(c).

A landlord or property manager may not refuse to rent to a tenant just because the tenant is a HCV holder. To avoid unlawful discrimination against HCV holders, landlords and property managers should not:

- Advertise that they are not renting to HCV or Section 8 tenants. It is illegal to discriminate against a potential leasee on the basis of his or her source of income.
- Refuse to process a prospective renter's application because he or she has a voucher.
- Communicate to realtors/brokers/agents that they do not want voucher holders. It is illegal for realtors/brokers/agents to accept the business once they have heard such a request.
- Treat voucher holders less favorably than other potential tenants by inflating rents or screening such applicants more stringently.

But the Cook County Human Rights Ordinance does not require landlords or property managers to rent to a tenant just because he or she is a HCV holder. Landlords and property managers should:

- Screen voucher holders as they would any other prospective tenant, using the same, neutral criteria (*e.g.*, criminal background checks, prior rental history, credit checks, *etc.*).
- Document the selection criteria they use to screen rental applicants so that if they are ever accused by a prospective tenant of discriminating against voucher holders, they will be able to show that they use the same standards for all applicants.

Landlords unfamiliar with the HCV program may unwittingly use rent-to-income ratio requirements in a discriminatory manner. Market tenants can use up to 100 percent of their income to pay a landlord's rent. Under the HCV program rules, however, most HCV tenants can only use up to approximately 30 percent of their income to pay any portion of a landlord's rent. See 24 C.F.R. § 5.628. Therefore, in order to calculate the rent-to-income ratio of a prospective HCV tenant, a landlord should only consider the portion of the rent that the HCV applicant would actually be directly responsible for. As an illustration, take a landlord whose selection criterion is no less than twice as much monthly income as the \$1,000/mo. rent on her apartment. A HCV applicant with a \$1,000/mo. housing voucher but only \$50 in monthly income would easily meet the landlord's requirement. Under the HCV program the applicant would be asked to pay \$15 each month towards the landlord's rent with the voucher covering the remaining \$985. The HCV applicant's \$50/mo. income is more than three times greater than his share of the landlord's rent.¹

The Commission would much rather help landlords and property managers comply with the law than prosecute anyone so please reach out to the Commission at the phone number or address above with any questions you may have.

¹ Landlords should not be tempted to introduce a rent-to-income ratio specifically designed to exclude all HCV applicants. First, the Commission will scrutinize any selection criterion that is being used pretextually to achieve an unlawful purpose. Second, under some circumstances, a HCV tenant with no income would not be responsible for any portion of the landlord's rent under the HCV program rules. Such a tenant would, in effect, have an infinite rent-to-income ratio when compared with that of a market applicant.

13-O-26
ORDINANCE

Sponsored by

THE HONORABLE TONI PRECKWINKLE, PRESIDENT, JESUS G. GARCIA,
AND LARRY SUFFREDIN, COUNTY COMMISSIONERS

AFFIRMATIVELY FURTHERING FAIR HOUSING
BY EXTENDING SOURCE OF INCOME PROTECTION
TO HOUSING CHOICE VOUCHER HOLDERS

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of Cook County that Chapter 42 Human Relations, Sections 42-37 and 42-38 of the Cook County Code shall be amended as follows:

Sec. 42-37. **Public Accommodations.**

(a) *Prohibition.* No person that owns, leases, rents, operates, manages, or in any manner controls a public accommodation in Cook County shall withhold, deny, curtail, limit, or discriminate concerning the full use of such public accommodation by any individual on the basis of unlawful discrimination.

(b) *Exceptions.*

(1) The prohibition contained in this section shall not apply to sex discrimination in any of the following:

- a. *Distinctly private facility.* Any facility that is distinctly private in nature, such as rest rooms, shower rooms, bath houses, dressing rooms, or health clubs.
- b. *Sleeping rooms.* Any facility that restricts rental of residential or sleeping rooms to individuals of one sex.
- c. *Educational institutions.* Any educational institution that restricts enrollment of students to individuals of one sex.
- d. *Determination of sex or gender.* For the purposes of the exceptions set forth in Section 42-37(b)(1)a through c, the determination of an individual's sex or gender shall be based upon the sex or gender of that individual as reflected on any official identification of that individual recognized by the State of Illinois, including a driver's license or state identification card.

(2) The Cook County Commission on Human Rights ("Commission") as defined in Section 42-34 shall adopt rules specifying any additional exceptions to the prohibition contained in this section based on bona fide considerations of public policy.

(c) *Sexual harassment.*

- (1) No person who owns, leases, rents, operates, manages, or in any manner controls a public accommodation shall engage in sexual harassment affecting access to, participation in, or the full use of such public accommodation.
- (2) When used in this subsection, the term "sexual harassment" means any unwelcome sexual advance, request for sexual favors, or conduct of a sexual nature when:
 - a. Submission to such conduct is an explicit or implicit term or condition of an individual's access to, participation in, or full use of a public accommodation;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for any decision affecting the individual's access to, participation in, or full use of a public accommodation; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's access to, participation in, or full use of any public accommodation or creating an intimidating, hostile, or offensive environment with respect thereto.

Sec. 42-38. Housing.

(a) *Definitions.* The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Person shall mean any person as defined in Section 46-31(15) of this article that is also an owner, lessor, sublessor, assignor, managing agent, or other individual, firm, or corporation having the right to sell, rent, lease, or sublease any housing unit within Cook County, or any agent, broker, or other individual working on behalf of any such individual, firm, or corporation.

Real estate transaction means the sale, exchange, rental, occupancy, lease, sublease, or lease renewal of real property for residential purposes in Cook County or the provision of services or utilities in connection with such sale, exchange, rental, occupancy, lease, sublease, or lease renewal. The term "real estate transaction" also means with respect to activity conducted or property located in Cook County, the brokering or appraising of residential real property in Cook County and the making, purchasing, or guaranteeing of loans or mortgages or providing any other financial assistance either:

- (1) For purchasing, constructing, improving, repairing, or maintaining a dwelling; or
 - (2) Secured by residential real property.
- (b) *Prohibitions.*
- (1) *Terms and conditions.* No person shall make any distinction, discrimination, or restriction in the price, terms, conditions, or privileges of any real estate transaction, including the decision to engage in or renew any real estate transaction, on the basis of unlawful discrimination.
 - (2) *Discriminatory communications.* No person shall publish, circulate, issue, or display, or cause to be published, circulated, issued, or displayed, any communication, notice, advertisement, sign or other writing of any kind relating to a real estate transaction which

will indicate or express any unlawful limitation or discrimination on the basis of unlawful discrimination.

- (3) *Listings.* No person shall deliberately and knowingly refuse examination of any listing of residential real property within Cook County to any individual because of unlawful discrimination.
 - (4) *Representations.* No person shall deliberately and knowingly represent to an individual that residential real property is not available for inspection, sale, rental, or lease in Cook County when in fact it is available, or fail to bring a residential real estate listing in Cook County to an individual's attention, or refuse to permit a person to inspect residential real property in Cook County because of unlawful discrimination.
 - (5) *Blockbusting.* No person shall solicit, for sale, lease, or listing for sale or lease, residential real property within Cook County on the grounds of loss of value due to the present or prospective entry into any neighborhood of any individual or individuals of any particular race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity, or housing status.
 - (6) *Encouragement of blockbusting.* No person shall distribute or cause to be distributed written material or statements designed to induce any owner of residential real property in Cook County to sell or lease such owner's property because of any prospective change in the race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity, or housing status of individuals in the neighborhood.
 - (7) *Creating alarm.* No person shall intentionally create alarm among residents of any community within Cook County by transmitting communication in any manner, including a telephone call whether or not conversation thereby ensues, with a design to induce any person within Cook County to sell or lease the person's residential real property within Cook County because of the present or prospective entry into the vicinity of the property of any individual or individuals of any particular race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity, or housing status.
- (c) *Exceptions.* The prohibitions in this section shall not apply to any of the following:
- (1) *Age.* Restricting rental or sale of a housing accommodation to an individual of a certain age group:
 - a. When such housing accommodation is authorized, approved, financed, or subsidized in whole or in part for the benefit of that age group by a unit of State, local, or Federal government; or
 - b. When the duly recorded initial declaration of a condominium or community association limits such housing accommodations to individuals 50 years of age or older, provided that an individual or members of the household of an individual owning or renting a unit in such housing accommodation prior to the recording of the initial declaration shall not be deemed to be in violation of the age restriction

as long as the individual or household member continues to own or reside in the housing accommodation.

- (2) *Religion.* Limitation by a religious organization, association, or society, or any not-for-profit institution or organization operated, supervised, or controlled by or in conjunction with a religious organization, association, or society, of the sale, rental, or occupancy of a dwelling which it owns or operates for other than a commercial purpose to individuals of the same religion, or from giving preference to such individuals.
 - (3) *Single sex.* Restricting the rental of rooms in a housing accommodation to individuals of one sex. The determination of an individual's sex or gender shall be based upon the sex or gender of that individual as reflected on any official identification of that individual recognized by the State, including a driver's license or State identification card.
 - (4) *Private rooms.* Rental of a room or rooms in a private home by an owner if the owner or a member of the owner's family resides therein or, while absent for a period of not more than 12 months, if the owner or a member of the owner's family intends to return to reside therein.
- (d) *Sexual harassment.*
- (1) No person shall engage in sexual harassment in any real estate transaction.
 - (2) When used in this subsection, the term "sexual harassment" means any unwelcome sexual advance, request for sexual favors, or conduct of a sexual nature when:
 - a. Submission to such conduct is an explicit or implicit term or condition of an individual's real estate transaction;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for any decision affecting the individual's real estate transaction; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's real estate transaction or creating an intimidating, hostile, or offensive environment with respect thereto.

Effective Date: This Ordinance Amendment shall be in effect 90 days following adoption and signature by the President of the Cook County Board of Commissioners.

Approved and adopted this 8th day of May 2013.

TONI PRECKWINKLE, President
Cook County Board of Commissioners

Attest: DAVID ORR, County Clerk

CHICAGO AREA FAIR HOUSING ALLIANCE
Cook County: New Rights for Housing Choice Voucher Holders
Landlord Fact Sheet

The Cook County Human Rights Ordinance was amended on May 8, 2013 and now protects Housing Choice "Section 8" Voucher Holders from discrimination. Starting August 8, 2013 landlords can no longer legally refuse to rent solely on the basis of a household's voucher status. What does this mean for landlords?

BACKGROUND

- Voucher holders are no longer exempted from source of income protection at the county level.
- Although this protection has been in place in the City of Chicago since 1993, the new county-wide protection goes into effect on August 8, 2013.
- 5% of the renters in suburban Cook County have housing choice vouchers.
- The majority of voucher holders are families with children, followed by people with disabilities, the elderly, and veterans.

HOW THE PROTECTION WORKS

- Residents with housing choice vouchers will have the right to be screened on the same basis as non-voucher tenants by prospective landlords.
- Landlords may not refuse to process a renter's application simply because s/he has a housing voucher.
- Landlords may still conduct credit and background checks as long as they apply the same process to every tenant.
- The ordinance does not control rent rates. Landlords can set rent rates based on what the market will bear.

WHAT HAPPENS WHEN A LANDLORD ACCEPTS A VOUCHER HOLDER?

- After tenants pass the Housing Authority's screening, they are responsible for finding and securing housing in the private market. Tenants undergo expansive screening by the Housing Authority before they get a voucher.
- Once a landlord approves the tenant, and fills out the Request for Tenancy Approval, the Housing Authority is alerted and an inspection is scheduled for the unit.
- The Housing Authority has a contract with a professional private inspection firm that will inspect the unit in no more than three to five business days after proper paperwork is filled out and turned in.
- Once the unit passes inspection and the rent negotiation is completed, the tenant can move in.
- The landlord will receive the Housing Authority's portion of the rent through direct deposit, and the tenant pays the rest of it on the schedule that you agree on with the tenant.
- Just like any other tenant, voucher holders can be evicted for violation of lease terms.

REMEMBER

- Landlords will have the security of receiving guaranteed funds from the Housing Authority each month.
- Accepting voucher holders is not unduly burdensome on landlords and benefits both parties.
- If a landlord violates the ordinance, a complaint can be filed at the Cook County Human Rights Commission, which can result in paying actual damages, paying all or part of a complainant's costs (including attorneys' fees), as well as leasing the unit to a complainant. The Commission may also levy fines of \$100.00 to \$500.00 for each offense.

Don't let this happen to you! Educate yourself on the law.



CHICAGO AREA FAIR HOUSING ALLIANCE

Cook County: New Rights for Housing Choice Voucher Holders

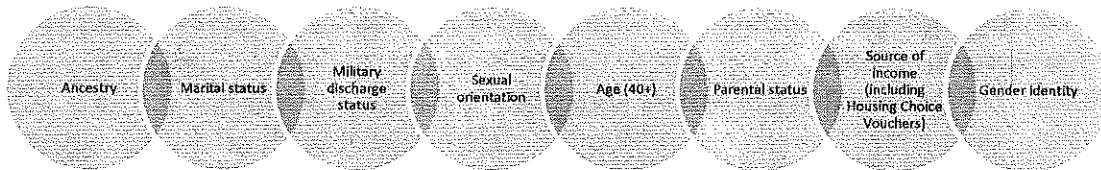
Summary of the Amended Cook County Human Rights Ordinance

The Cook County Board of Commissioners adopted the Cook County Human Rights Ordinance on March 16, 1993. The Ordinance is designed to protect all people who live and work in the County from discrimination and sexual harassment in employment, public accommodations, housing, credit transactions, County services and County contracting.

WHAT IS PROTECTED?



In addition to the 7 classes protected by the Fair Housing Act of 1968, the Cook County Human Rights Ordinance also protects against discrimination based upon:



WHAT IS PROHIBITED?

- Refusing to sell or rent, negotiate for sale or rental, or otherwise making unavailable or denying a dwelling because of a person's protected status.
- Imposing different terms, conditions, privileges, or services because of a person's protected status.
- Making discriminatory statements or publishing discriminatory communications with respect to the sale or rental of a dwelling.
- Lying about the availability of a dwelling because of a person's protected status.
- Blockbusting and steering.
- Retaliating against, interfering with, or intimidating a person exercising his/her fair housing rights.
- Aiding and abetting

YOU HAVE WITHIN 180 DAYS OF THE ALLEGED VIOLATION TO FILE A COMPLAINT

If you believe fair housing rights have been violated, contact:
Cook County Commission on Human Rights
69 W. Washington, Suite 3040 Chicago, IL 60602
312-603-1100 312-603-1101 (TDD)
human.rights@cookcountyil.gov

For additional info or for assistance with filing a complaint, visit the CAFHA website at www.cafha.net.



Housing Authority of
COOK COUNTY

**VILLAGES THAT REQUIRE A
CERTIFICATE OF OCCUPANCY/
RENTAL LICENSE/INSPECTION**

BELLWOOD
BLUE ISLAND
BROADVIEW
CALUMET CITY
CHICAGO HEIGHTS
COUNTRY CLUB HILLS
DIXMOOR
DOLTON
EVERGREEN PARK
FORD HEIGHTS
FRANKLIN PARK
GLENWOOD
HANOVER PARK
HARVEY
HAZELCREST
LANSING

LYNWOOD
MARKHAM
MATTESON
MIDLOTHIAN
PALATINE
PHOENIX
RIGHTON PARK
RIVER GROVE
RIVERDALE
ROBBINS
ROLLING MEADOWS
SOUTH CHICAGO HEIGHTS
SAUK VILLAGE
SCHAUMBURG
STREAMWOOD
UNIVERSITY PARK