Our Mission is to protect the life, safety, general welfare and health of all persons occupying rental dwelling units in the City limits of Edwardsville, by enforcing life safety standards pertaining to the maintenance of residential rental property.
## Registered Rental Properties 2019

<table>
<thead>
<tr>
<th>Type</th>
<th>Buildings</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Units</td>
<td>832</td>
<td>832</td>
</tr>
<tr>
<td>Duplex Units</td>
<td>162</td>
<td>325</td>
</tr>
<tr>
<td>Multi-family Units</td>
<td>274</td>
<td>1982</td>
</tr>
<tr>
<td>(3+ units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt Properties</td>
<td>67</td>
<td>67</td>
</tr>
<tr>
<td>(verified family member residing in home)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3,206</td>
<td>1,335</td>
</tr>
</tbody>
</table>
Rental Registration & Inspection Fees

Anyone who owns or operates residential rental property in the City limits of Edwardsville must register their property(s) by January 1st annually.

<table>
<thead>
<tr>
<th>Fee Structure</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family / Mobile Homes</td>
<td>$40.00 / Unit</td>
</tr>
<tr>
<td>Duplex</td>
<td>$60.00 / Building or ($30.00 per side)</td>
</tr>
<tr>
<td>Multi-Family Units (3+ Units)</td>
<td>$25.00 / Unit</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$75.00 / Unit (if received after January 31st)</td>
</tr>
<tr>
<td>1st Re-inspection</td>
<td>$FREE</td>
</tr>
<tr>
<td>Subsequent Re-inspection(s)</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
Rental Registration Information Needed

Anyone who owns or operates residential rental property in the City limits of Edwardsville must register their property(s) by January 1st annually.

- Property Address and Unit # if applicable
- Contact name, mailing address, phone number, and email for:
  - Owner(s)
  - Management Company or Registered Agent information (if applicable). A Local Agent is Required by Ordinance for availability to respond to an emergency on a 24 hour basis. Agent must reside within Madison County, Illinois or an adjoining county.
  - Mortgage Holder (if applicable)
  - Buyer (if Contract for Deed)
- Tenant Name and contact number and/or email
- Acknowledgement of liability of outstanding Utility Bills and Understanding of Building Codes
- Applicable Payment
Changes in Ownership or Occupants

- Contact the office via email or phone to change ownership information or occupant information within 30 days of change.
  - Email: rentalregistration@cityofedwardsville.com
  - Phone: 618-692-2331
  - Mail: City of Edwardsville, 200 East Park Street, Edwardsville, IL 62025

- There will be no additional charge for the remaining period of the annual registration.
Exemption Registration Form

Register by January 1st annually.

• Property Address and Unit # if applicable
• Parcel Identification #
• Type of Exemption:
  □ Secondary Residence
  □ Family member lives in home with no rent charged
  □ Property is currently listed for sale
  □ Property is vacant (register as vacant)
• Property Owner(s) name, mailing address, contact number, email, signature
City of Edwardsville Adopted Codes

- International Mechanical Code – 2006 Edition
- Americans with Disabilities Act
- Illinois Accessibility Code
- City Land Development Code & Zoning Ordinance
Construction Permits and Inspections

• Permits are required for:
  • Major repairs
  • Interior renovations
  • Window installation/replacement
  • Electrical service repairs
  • Other items as identified by Inspector on site
Exterior Inspection
Checklist can be viewable at www.cityofedwardsville.com/rental

- Roof, Gutters, and Downspouts
- Exterior Structure Condition
- Walking Surfaces
- Decks, Porches, Stairs
- Graspable Handrails
- House & Unit Identification
- Property Maintenance as adopted by the 2006 International Property Maintenance Code
  - Exterior surfaces to be painted or treated so moisture cannot get into the wood.
Interior Inspection

Checklist can be viewable at
www.cityofedwardsville.com/rental

- Emergency Egress
- Smoke Alarms
- Carbon Monoxide Detectors
- Electrical shock hazards
- HVAC
- Infestation
How to Prepare for an Inspection

• Review the City’s Rental Inspection Checklist
  www.cityofedwardsville.com/rental

• Conduct your own inspection

• Correct any potential violations
What Should I Bring to an Inspection?

- Batteries for smoke detectors
- Smoke detectors
- Carbon monoxide detectors
- Outlet & light switch covers
- Light bulbs
- Step stool or ladder
- Tool box or screwdrivers
- Keys for each building/unit
- Pen & paper for your notes
- Camera to take photos of violations
Who Should Attend the Inspection?

- Property Owner or Property Manager
- Tenant (optional)
- City Building Inspector(s)
- Rental Inspection Coordinator
## Inspection Notification Process Timeline

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2-10</th>
<th>Day 10 (or agreed upon date)</th>
<th>After Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notification of Inspection to Property Owner Listed on Registration Form &amp; Occupants.</strong>&lt;br&gt;-10 days prior to inspection if mailed&lt;br&gt;-5 days prior to inspection if contacted via phone or in person</td>
<td><strong>Owner or Agent choose to post Inspection Notification on each selected unit/address or contact Tenant Individually.</strong></td>
<td><strong>Inspection Performed</strong></td>
<td><strong>Inspection Results Issued to owner with a timeline for completion of Violations</strong></td>
</tr>
<tr>
<td><strong>Packet Contains:</strong>&lt;br&gt;1. Notice of Inspection&lt;br&gt;2. What to Expect at an Inspection&lt;br&gt;3. Inspection Checklist&lt;br&gt;4. Occupant Notification Form to be posted on selected unit(s).&lt;br&gt;➢ City can contact Owner/Agent and schedule inspection prior to mailing. Owner has the option to (1) have the City notify tenants via mail 10 days prior to scheduled inspection date or (2) Owner/Agent can chose to notify tenants guaranteeing a 5 days notice prior to inspection date.</td>
<td><strong>Owner or Agent:</strong>&lt;br&gt;1. Posts Inspection Notification form for selected unit (5) five days prior to Scheduled Inspection Date or makes contact with tenant for notification;&lt;br&gt;2. Mail a Notice of Inspection at/to each selected unit (10) ten days prior to Scheduled Inspection Date:</td>
<td><strong>City Inspector(s) meet the Owner or Agent on site to perform the initial inspection for the units identified.</strong>&lt;br&gt;Occupant is welcome to be present at the inspection but it is not mandatory.&lt;br&gt;Unless prior arrangements are made, inspections take place between 9:00 a.m. – 4:00 p.m. Monday through Friday during normal work days/hours.</td>
<td><strong>Copy of Inspection Report given to Owner/Agent. No further action required.</strong>&lt;br&gt;<strong>Copy of Inspection Report given to Owner/Agent. Casework continues until violations are resolved.</strong></td>
</tr>
<tr>
<td><strong>No Violations</strong></td>
<td><strong>Violations</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Violations

If a violation cannot be corrected on site you will receive a “Reinspection Notice” with a deadline date for corrections.

- Corrections by reinspection or photographic evidence will be identified on the Inspection Report.
- Most repairs are required to be made within 30 days.
- Smoke Detectors and Carbon Monoxide Detectors are required to be installed within 24 hours of the inspection.
Schedule Reinspections

- The Property Owner or Manager as well as the Occupant will receive a “Reinspection Notice” with the date and time of reinspection.
- Reinspection is necessary by deadline to avoid fines through Municipal Court.
Egress Windows
(Building Permit Required if replacement or installation is necessary)

Egress Code: Minimum Size Requirements

- 5.7 sq. ft. clear opening
- 20 in. to 34 in.
- 41 in. to 24 in.
- 44 in. sill height from floor to sill
- 24" min. window opening height
- 44" max. from sill to floor
Finished product including code required ladder
Occupancy Regulations

• No more than three (3) unrelated people can live together in a rental property/unit regardless of how many bedrooms are contained in the property.

• This code is strictly enforced and there are penalties for a violation of this Ordinance.
Zoning Regulations

R-1 Single Family Zoning

• Upstairs or basement apartments are prohibited unless proven to be grandfathered non-conforming use.
• All non-conforming uses must cease once identified.
• Illegal conversions are never grandfathered regardless of how many years have passed.
Accessory Dwelling Units

Prohibited:

- Rooms or apartments over a garage
- Convert a garage into a living space.
Portion of room with flat furred ceiling must be greater than 7 feet in height to count for habitable area.

OR

Be greater than 5 feet at sloped ceiling to be counted for habitable room area.

It is acceptable to have a portion of the room with less than a 5 foot ceiling height, but this part of the room does not count as habitable area.
Utility Bills

• If the City utility bill is in the tenants name, the tenant is primarily responsible for timely payment of utility service.

• However, the owner of the premises is responsible if the tenant fails to pay.
Police & Community Service Officers

- Parking
- Trash
- Parties
- Occupancy
- Animal Complaints
- Yard Maintenance
Emergency Response

- House Numbers / Unit Identification must be at least 4 inches tall.
- Identify gas and electric meters to help emergency response teams isolate an issue quickly.
Fire Prevention

- Smoke Detectors
- Carbon Monoxide Detectors
- Adopted Fire and Building Codes
- Code Enforcement for Existing Buildings
- Sprinkler Systems
- Fire Hydrant Testing
- Public Education Programs
Fire Prevention

Fire Extinguisher’s are not required but recommended
Smoke Detectors

- Owner’s responsibility to install all required smoke detectors in the following locations:
  - Install in each sleeping room
  - Install within 15 feet of each sleeping room
  - Install in each level of the home
- Tenant’s responsibility to change batteries and test
Carbon Monoxide Detector Placement

• Required in homes that have fuel burning appliances
• Required if you have an attached garage
• Install within 15 feet of each sleeping room
• Owner’s responsibility to install all required detectors.
Helpful Resources

- Illinois Department of Public Health [www.dph.illinois.gov](http://www.dph.illinois.gov)
- Illinois Attorney General –
  - Landlord and Tenant Rights and Laws [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov)
- Madison County Illinois [www.co.madison.il.us](http://www.co.madison.il.us)
- City of Edwardsville [www.cityofedwardsville.com](http://www.cityofedwardsville.com)
Contact Information

City of Edwardsville
Public Works Department
200 East Park Street
Edwardsville, IL 62025
Public Works Office: 618-692-7535
Fax: 618-692-7505
Email: rentalregistration@cityofedwardsville.com
Website: www.cityofedwardsville.com/rental

Denise Thibault
Rental Inspection Coordinator
Direct Line: 618-692-2331
Direct Email: dthibault@cityofedwardsville.com

Stan Kincade, Building Inspector
Eric Williams, Director of Public Works