

CITY OF OAK FOREST

*Growing Families,
Building a Community.*

Oak Forest Police Department
15440 South Central Avenue Oak Forest, Illinois 60452-2195
708.687.1376 • Fax 708.687.6218 • www.oak-forest.org

Rental Property owner:

Residential license shall be issued for a period of one calendar year. Find enclosed your 2009 Rental property license application, the license and payment should be in file with us by January 1 2009. Please complete the front and back side of the enclosed rental license form. Please take the time to complete the information in its entirety including the P.I.N. for the properties.

One Hundred dollars for 1-24 total units (NOT total amount of buildings)

Two hundred dollars for 25 units or more

This information allows us to maintain a data base for emergency and non emergency telephone and mail contact information with you and your designated managers etc.

Failure to comply with licensing requirements will subject the property owner to summons for administrative hearing and subject the property to fines for failure to comply.

Please be advised if you've already complied with the 2009 licensing fee, please disregard this or any other duplicate letters. If you have any questions regarding whether or not you've paid your licensing fee, contact Officer E. Wynn #151 at (708) 687-4050 ext. 1295

Mail check or money order to; Police Department
City of Oak Forest
15440 s Central Ave
Oak Forest Il 60452
Attn: Crime Free Housing

Respectfully, Officer E. Wynn #151
Crime Free Housing
Crime Prevention Officer

E. Wynn #151



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Dear Rental Unit Owner

On November 14th 2006, the Oak Forest City Council passed the Crime Free Multi-Housing Program Ordinance. This program started in Mesa Arizona back in 1992 and is designed to be law enforcement-driven; it has been used effectively in over seventeen hundred communities across the United States and in Canada by the year 2006. Its utility and application continues to grow.

The ordinance mandates the licensing of rental property used as dwellings. The rental property includes but is not limited to:

1. Dwellings located within a building specifically marketed as an apartment, whose resident has affected a written lease or verbal contract / lease as an apartment.
2. Condominiums that are owned and who's resident occupy the premises pursuant to a written lease or verbal contract / lease, whereas the dwelling is treated as a rental property.
3. A free standing home or house where the resident affected a written lease or verbal contract / lease and the dwelling is occupied such as an apartment.
4. The owner of the property must apply and pay for a yearly renewable business license; additionally the owner or a designated representative **must** comply with the three phases of the program:

Phase One: consists of the completion of a seminar conducted here at our police station , and it usually runs 4-5 hours in time, and it is for property owners and or their agents or designees, (property manager) taught by trained police personnel which includes crime prevention tactics and explanation of the mandatory implementation of the Crime Free Lease Addendum.

Phase Two: involves assessing physical security and the general appearance of the property, in regards to crime deterrence.

Phase Three: consists of the Police Department conducting a "Safety Social" for residents of rental properties. This may occasionally included guest speakers to address specific topics relating to the individual property. As the owner or manager of the property, contact us as soon as possible. We need to set up your training and arrange for you to be appropriately licensed in our City. We look forward to working with you to improve our community and assisting you in maintaining your property value.

This license fee which is one hundred dollars (\$100.) per calendar year covers up to twenty four rental units, over twenty four units the fee is two hundred dollars (\$200.) per calendar year which is due and payable every January 1st, and authorizes the rental property for one calendar year. You will receive subsequent yearly notices and notice of reinspection.

Please contact Officer E. Wynn or Sgt Lopez at (708) 687-4050 ext.1295, with questions or concerns and in order to license the rental property and subsequently register for a class.

Sincerely
Chief of police
Acting Chief: D DeMarco

Program administered By Deputy Chief D Demarco, Sgt. A. Lopez, & Officer E. Wynn

Officer E. Wynn #151
(708) 687-4050 X 1295

CC file: Rental Unit Owner
Rental Property: @
Cover letter,
App License