



Property Standards, Health Department
 2100 Ridge Avenue, Room 2200
 Evanston, IL 60201
 P: 847-448-4311
 ADU@cityofevanston.org

ACCESSORY DWELLING UNIT RENTAL REGISTRATION

Accessory dwelling units are units which are accessory to the primary use of the principal structure. Accessory dwelling units may be detached from the principal structure or included in the principal structure as allowed in Title 6, Zoning Code.

On November 19, 2018, City Council approved ordinance 141-O-18, amending Title 5, Chapter 8 of the Registration of the Rental Registration Building to require a \$200 fee for initial inspection and registration of existing dwelling units including accessory dwelling units (ADU's)/coach houses.

Pursuant to Ordinance 42-O-08 of Chapter 8, Title 5 of the City Code, any rental property must be registered with the City of Evanston, Health Department, Property Standards Division, 2100 Ridge Avenue, Evanston, IL 60201. Properties exempt from rental registration include vacant buildings and lodging establishments already registered with the City of Evanston, buildings licensed and inspected by the State of Illinois or the Government, and buildings owned by governmental agencies or public housing authorities.

Please provide the following information. Please also include an architectural drawn floor plan or well-drawn scaled drawing showing the interior and exterior of the premises.

Applications submitted without the required documents will not be considered. Upon receipt of the application an invoice for the \$200 application fee will be emailed to the applicant. Review of the application and inspections will not take place until this fee has been remitted.

Your annual registration fee will be based on the number of units, when approved, as determined by the Rental Registration Ordinance. Rental Registration fees are invoiced annually in the fall and due December 31st. If the property was rented any time during the year, payment is due on December 31st. NOTE: All units are counted, regardless of occupancy or type.

Single Family/Condominium	\$20	2-4 Dwelling Units	\$30	5-12 Dwelling Units	\$50
13-24 Dwelling Units	\$100	25-50 Dwelling Units	\$150	51-100 Dwelling Units	\$300
101 or more Dwelling Units	\$500				

Property Address _____ Evanston, IL ZIP _____ PIN _____

NOTE: POST OFFICE BOXES WILL NOT BE ACCEPTED. PLEASE PROVIDE A STREET ADDRESS FOR NOTIFICATIONS.

Authorized agents must be twenty-one (21) years of age or older and maintain an office in Cook County, Illinois.

If an agent is between eighteen (18) and twenty-one (21) years of age, he/she must possess a valid Illinois Real Estate license

Owner Agent/Management Other _____

Owner Agent/Management Other _____

Name _____

Name _____

Company Name _____

Company Name _____

Mailing Address _____

Mailing Address _____

City State ZIP _____

City State ZIP _____

Emergency Phone _____

Emergency Phone _____

Daytime Phone _____

Daytime Phone _____

Other Phone _____

Other Phone _____

Email Address _____

Email Address _____

I agree to accept property notification via email

I agree to accept property notification via email

Sign/Date

Sign/Date

To avoid attracting a fine of \$75 up to \$375 for renting an unregistered unit, you must register your property by 5/31/2019.