

Top 10 Reminders

1. Units must be completely ready for inspection when an RFTA is submitted to our office.
2. An inspection of your unit is encouraged so that you may be aware of the condition of your unit.
3. We encourage you to enforce the lease that have been given to your tenants.
4. Be sure that your property taxes are current for the properties that are on the HCV Program.
5. All Rent Increase request must be submitted 60 days prior to the effective date of the request. Once the rent reasonable process is completed you will then receive a notice of approval or denial. The Housing Authority will also take under consideration the condition of the property before approval is granted.
6. "Side deals" are unacceptable. You are not able to receive any monies for rent outside of what has been negotiated with the Housing Authority
7. Please utilize the Landlord Portal first if you have questions regarding payments.
8. Your tenants are responsible for all damages that their family or guests may have caused to your unit.
9. You as the landlord are responsible for tenant screening prior to move in.
10. If you have a vacant property that you would like leased on our program you can upload your property information on **ILHousingSearch.org**.