

Renters Guide

The following is a list of items that can help a tenant when looking for a rental dwelling. It is a resource that provides items that should be reviewed prior to renting an apartment or housing. If you have any questions, please feel free to contact the Village of Palatine Neighborhood Services Division at (847) 202-6673.

Review the apartment before signing a contract:

- Check to see if the plumbing is functioning properly, for example water pressure, toilets flushing properly and leaks below sinks or from faucets.
- Check for mildew in areas that are prone to being wet, such as bathrooms, crawl spaces, and basements etc.
- Verify if a Carbon Monoxide (CO) detector is provided in the unit. CO detectors are required by law if the house or condo uses natural gas.
- Check to see if smoke detectors are installed in front of bedrooms, inside bedrooms and on every level of the house and in multifamily dwelling at the top level of the back and front hallway.
- Inspect intercoms and door buzzers and verify if the front door to the building self closes latches and locks.

- Check the carpeting and have the landlord provide you a letter verifying he will replace the carpet if it is worn.
- Check the heating unit and the A/C unit to see if they function.
- Check to see that there is adequate lighting in the hallways of the building.
- Check the laundry room to see if it is maintained.
- Check wall switches and outlets. Outlets clogged with paint can be dangerous.
- Check window frames and bathroom walls by the shower and toilet. These areas are frequently damaged by moisture and mildew.
- Drive by the property in the day time and at night to see the type of activity.
- Get signed documents from the landlord stating that he or she will repair those items that are not functioning or damaged if you move in prior to his or her correcting the items.

Check up on the landlord or management company to see if they are respectable.

- Complete a Freedom of Information Act request at the Village of Palatine Clerks Office to see the type of complaints that may have arisen in the past.
- Ask the landlord to provide pest control receipts and ask who is responsible for



- eliminating pests if the building or a unit were to become infested.
- If signing a lease for an extended period of time verify under what conditions the lease may be broken for example, if you encounter the unit is infested with insects.

While leasing your new home

- Contact the owner of the property or management company if you find a maintenance issue.
- Never attempt to make repairs without the owner's permission.
- Maintain your new home in a sanitary condition and free of clutter.
- Contact the Village of Palatine if you have an issue that is not being corrected by your landlord or the management company.



Prior to your moving in and when you move out:

- A written inspection should be completed at the time of your move in and your move out. Maintain a copy for your records and have the landlord present when you move in or out if possible.
- Use a camera to document any damages to avoid any dispute on damage charges.



Checking the Perimeter

- Always report suspicious activity by dialing 9-1-1.
- Check the hallways to see if exit lights are functioning
- Check to see if lights on timers are coming on at the appropriate time
- Report burnt out light bulbs in hallways and broken door locks to the owner or management.
- Remember, practice security, and lock all doors and window when leaving your apartment, even if only for a short time and even if you live on the 2nd and 3rd floors.
- Remove all valuable property from your vehicle or place it out of site. Visible items like c.d.'s, radar detectors or other valuables are regularly taken when left in plain site.
- If possible, try and park your vehicle in well lit areas of the parking lot.
- Do not BUZZ someone into the building unless you know who you're allowing in.

For more information on home personal safety or a free security survey, call the Crime Prevention Unit (847) 359-9061



The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). If you have any questions regarding the Act please call 1-800-765-9372.



Renters Guide



***Village of Palatine
Neighborhood Services Division
200 E Wood St.
Palatine, IL 60067
847-202-6673
www.palatine.il.us***