SALES PACKET

Please review this information carefully. The information contained in this sales packet was compiled in accordance with the Associations Rules and Regulations, the Declaration & By-Laws, the Illinois Condominium Property Act, and answers common questions related to unit sales in the building.

The purpose of this packet is to explain the procedures for moving out of your unit, state the requirements for the sale of your unit, provide disclosure information and communicate the policies for new owners moving in.

This packet is inclusive of materials for both the seller and purchaser. It is advisable for you to duplicate the information in this packet and distribute as needed to all parties involved, such as agents, attorneys, appraisers, lenders, etc.

At any time you, your agents, or the purchasers have questions, or require assistance with this process, please feel free to contact the Front Desk at 312-337-4825, or the Management Office at 312-565-0105. We will work to make the process as smooth as possible.
I. MOVING IN/OUT PROCEDURES

(NOTE: If your unit is occupied by a tenant, it is your responsibility to make sure your tenant understands and adheres to these procedures as non-compliance may hinder the sale of your unit.)

- **Availability of Services** - Call the Front Desk @ 312-337-4825 or the Management Office @ 312-565-0105 during business hours to check availability of the freight elevator for the date and time needed for the move in/out. For all move-ins, an orientation session needs to be scheduled with the management office in order to reserve the freight elevator. Orientation must be completed within two weeks after the move-in date. For all move outs, all associated fees/deposits must be paid to the Management Office in order to reserve the freight elevator.

- **Transfer Fee** - Provide a non-refundable unit transfer fee of $300.00 payable to the Park Millennium Condominium Association to the Management Office.

- **Reservation** – Upon receipt of the transfer fee, you may schedule up to four (4) hours of elevator time with the Front Desk. The moving schedule is as follows:

  Monday - Saturday: 8:30 am -12:00 pm; 12:30 pm - 4:00 pm; 5:30 pm - 8:00 pm
  Sundays: 13:00 am-1:30 pm
  Holidays: No moves allowed

- **Fob De-Activation** – Once the move-out is complete, Management will de-activate all fobs registered to your unit; they can be turned over to the new residents and re-activated upon request.

- **Fob Activation** – Once this process is completed and the move-in is underway, the fobs turned over by the vacating resident to the occupying resident will be re-activated. If new fobs are needed, the old ones will be permanently de-activated and new ones can be issued at $25.00 per fob.

Note: Management and the Association apologize in advance in the event of scheduling conflicts, emergencies, and unexpected or scheduled maintenance that force rescheduling of any anticipated moves. While some events are beyond the power of Management and the Association to control, the staff will work as diligently as possible to see that your sale and move proceed as planned. If rescheduling is necessary, the Association’s fees will still be due, but the staff will ensure that as much flexibility is extended to mitigate any inconveniences.
II. ASSOCIATION REQUIREMENTS FOR THE SALE OF A UNIT

(NOTE: This section can be used by sellers as a checklist for planning and gathering the materials needed by the Association. Starred (*) items are materials needed to secure the release of the Paid Assessment Letter which will be required at closing to complete the sales transaction.)

1. ____ *Executed Sales Contract. A clear copy must be provided along with any riders to the contract.

2. ____ $300 Unit Transfer Fee A non-refundable unit transfer fee of $300.00 from the purchaser, made payable to the Park Millennium Condominium Association.

3. ____ *Incoming Owner Information Sheet. Purchaser must complete the attached form.

4. ____ *Governing Documents Acknowledgment. Seller must turn over the Declaration and Bylaws, and the Rules and Regulations to the purchaser, and the purchaser must complete the attached form.

5. ____ Orientation. An orientation, conducted by Management, must be held within the first two weeks of moving into the building. The orientation will allow the purchaser to be professionally welcomed to the building, receive detailed information regarding the amenities and provide an opportunity for questions and answers. During the orientation, the Associations governing documents can be reviewed and pertinent data will be collected to update the Associations records once the sale is closed. Elevator reservations will not be honored if the orientation is not scheduled. To schedule, please contact the Management Office at 312-565-0105.

6. ____ Closing Documents. A clear copy of the RESPA/HUD settlement statement must be presented to the Management Office following the closing. Failure to do so will result in move-in elevator reservations being cancelled and key fobs (key cards necessary to access entry to the building and amenities) will not be activated.

7. ____ Proof of Insurance. The purchaser must provide proof of homeowner’s general liability insurance for the unit purchased, within 30 days of the purchase date. Insurance requirements for Park Millennium homeowners is a liability coverage of $1 million. See the Rules and Regulations for more details.

8. ____ *Fitness Center and Parcel Waivers. Purchaser must complete the attached Fitness Center Waiver and Parcel Waivers.

*NOTE: Per the Association’s Rules and Regulations, if any of these procedures are not followed there is the possibility of an assessment of a fine to the new owners account. The seller is considered responsible to see to it that all this information is completed, signed and returned to the Management Office prior to sale. We recommend that sellers direct their agents to forward the necessary materials to the purchaser’s agents. If there are any questions or confusion regarding these procedures, you may contact the Management Office at 312-565-0105. You may also refer to the Association’s Rules and Regulations handbook for more details.
INCOMING OWNER INFORMATION

UNIT #

Name(s) in which unit will be held:

If more than one owner and only one party signed contract, please list name(s) of other(s):

Please complete the following information for the person(s) who will be residing in the unit:

RESIDENT #1

Name: ___________________________ Address: ___________________________

Phone #: ___________________________ Phone #: ___________________________

Email Address: ___________________________

Current Address: ___________________________

RESIDENT #2

Name: ___________________________ Address: ___________________________

Phone #: ___________________________ Phone #: ___________________________

Email Address: ___________________________

Current Address: ___________________________

RESIDENT CHILDREN:

_________________________________________ Age: ___________________________

_________________________________________ Age: ___________________________

PETS:
Describe any dog that will be kept in the unit including approximate weight:

_________________________________________

Describe any other pet(s) that will be kept in the unit:

_________________________________________

EMERGENCY CONTACT (We recommend this person have a key to your home)

NAME: ___________________________ HOME #: ___________________________

ADDRESS: ___________________________ BUSINESS #: ___________________________

_______________________________ CELL #: ___________________________
ACKNOWLEDGEMENT OF THE ASSOCIATIONS
GOVERNING DOCUMENTS

I am the purchaser of unit #_____. This is to acknowledge I have received, reviewed, understand, and agree to comply with the Park Millennium Condominium Association Declaration and Bylaws and Rules and Regulations. Furthermore, should any amendment to such Condominium Instruments take effect at anytime during my occupancy, I hereby acknowledge my responsibility to abide by the policies contained therein.

Acknowledgment: An Amendment to the Park Millennium Declaration restricting leasing was approved by the ownership on July 12, 2011 and recorded on September 6, 2011. I have received, reviewed, understand, and agree to comply with this Amendment to the Park Millennium Declaration and Bylaws. I hereby acknowledge that I am aware of the Leasing Restriction Amendment approved on July 12, 2011 and recorded September 6, 2011.

_____/_____
Initial

_____/_____
Date

Owner #1:
Name: ______________________

Signature: ____________________ Date: __________

Owner #2:
Name: ______________________

Signature: ____________________ Date: __________
Miscellaneous Information

Management Contact Information:
Management Office Phone Number: 312-565-0105
Management Office Fax Number: 312-946-1487
Front Desk Phone Number: 312-337-4825

The Management Office Hours are as follows:
Monday, Tuesday, Thursday: 8:30 am - 5:30 pm
Wednesday: 8:30 am - 7:00 pm
Friday: 7:30 am - 5:30 pm

The Managing Agent for Park Millennium Condominium Association is DK Condo, a Draper and Kramer Company.

Maintenance Requests:
Any maintenance request that needs to be completed in your unit can only be submitted by the homeowner of the unit. In an emergency situation in which other residents may be affected, please contact the Management Office or front desk immediately, and then please contact the owner of your unit.

Cable TV:
RCN Cable TV is the building’s Cable TV provider. An equipment installation may be required with a one-time installation fee of $50. The cable TV includes RCN Signature Video Service, Showtime/The Movie Channel and the TiVo Whole Home Bundle (includes one TiVo Quad Tuner Box with one TiVo HD Box and RCN Internet service with one standard modem to interface with your TiVo service). TiVo is powered by RCNs Digital TV service and interfaces with only RCN Internet service to give you access to web based applications such as You Tube, Pandora, etc., and more via TiVo. This internet is not designed to service your personal computer or any devices other than your TiVo box. If you choose to upgrade your cable service or have any customer service related questions regarding your cable, please contact RCN at 312-955-2500. You will be billed directly from RCN for any upgraded cable services.

Internet Service:
Park Millennium’s internet provider is SilverIP, which includes the basic speed of 30 mbps. Although internet is provided to all units, wi-fi is not included. You can purchase a wireless router or contact SilverIP to install a wireless router for you (installation fee will apply). If you choose to upgrade your internet service or have any customer service related questions regarding your internet, please contact SilverIP at 312-780-0814. You will be billed directly from SilverIP for any internet service upgrades you choose.

Pets:
Renters are not permitted to have dogs. Renters may have up to two cats or other typical household pets (birds, fish, etc.) in their unit if permitted by their respective landlord.
Miscellaneous Information
(Continued)

Storage Lockers:
Park Millennium has multiple types of storage spaces available for rent. Interested residents should inquire about storage space availability and rates with the Management Office. If space is available, residents must complete a storage space registration form and submit it to the Management Office. Residents are required to provide their own lock for storage lockers.

Bicycles:
Bicycles must be stored in the designated Bicycle Rooms on the G1 level of the building. All bicycles must be registered with the Management Office and must display a bicycle permit. Registration forms and bicycle permits can be obtained from the Management Office.

Association Website:
Park Millennium has a website that contains a great amount of useful information. Residents can find the Association rules and regulations, standard forms, reports and association announcements on the website. To log onto the Park Millennium website, go to: www.parkmillenniumchicago.com. Residents may contact the Management Office to obtain your username and password for access to the private side of the website.

Parking:
The garage at 222 N. Columbus is managed by Ampco System Parking. For information on monthly or hourly parking rates, please contact the garage office at 312-552-0003.

Unit Electricity:
The electricity within a unit is the occupant’s responsibility. Residents should contact an electricity provider prior to moving in to ensure power will be on when they move into the building. The majority of residents use ComEd (800-334-7661) for electricity, but you are welcome to select any electricity provider you like.

Unit/ Mailbox Re-keying: For security purposes, Management recommends that when a new owner takes possession of a unit, that the unit door and mailbox be re-keyed. Please contact the Management Office for details regarding re-keying of unit doors and mailboxes.
WAIVER FOR ACCEPTANCE OF PARCELS

Park Millennium Condominium Association is willing to accept and hold parcels pursuant to your request on the condition that you, on your own behalf and on behalf of all occupants of your unit, fully and unconditionally release Park Millennium Condominium Association, and all agents and employees from any and all claims and liabilities of whatever nature which may arise in connection with Park Millennium Condominium Association accepting and holding parcels, including, without limitation, claims based on loss of or damage to any items so accepted and held by Park Millennium Condominium Association. Unless other arrangements are made, if your package is not picked up within three (3) days, your package will be returned to its sender.

If you agree to the above terms, please sign the bottom of this agreement. If you do not sign this agreement, we will be unable to accept any parcels addressed to your unit.

Unit #: _______________

Resident #1:
Name: ______________________
Signature: ____________________ Date: __________

Resident #2:
Name: ______________________
Signature: ____________________ Date: __________

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222 NORTH COLUMBUS DRIVE  CHICAGO, ILLINOIS 60601
P. 312.565.0105  F. 312.946.1487
PARKMILLENNIUMCHICAGO.NET/PARKMILLENNIUMCHICAGO.COM
FITNESS CENTER LIABILITY WAIVER

By my/our signature(s) below, I/we acknowledge that I/we assume full responsibility for my/our safety and I/we understand and appreciate the risks involved in using the exercise equipment located in the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASSOCIATION.

I/we am/are aware that I/we should contact my/our physician before I/we start any new exercise program, especially if I/we have not exercised regularly for a period of three (3) months prior to starting at the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASSOCIATION.

I/we understand that the officers, agents and employees of Park Millennium Condominium Association are not liable under any theory of liability for any injuries or other damages I/we may suffer as a result of said equipment.

I/we further understand and agree that the equipment at the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASSOCIATION is solely for the use of the Residents and their guest(s). I/we also understand and agree that I/we will use the PARK MILLENNIUM FITNESS CENTER only during the hours designated by the Rules & Regulations, as updated from time to time, of the Park Millennium Condominium Association.

I/we further understand that the officers, agents and employees of Park Millennium Condominium Association make neither representation nor expressed or implied warranties as to the quality of the equipment.

I/we fully understand these terms and give my/our signature(s) to this liability waiver agreement of my/our own volition.

Unit #: __________
Resident #1: 
Name: ________________________
Signature: ________________________ Date: __________

Resident #2: 
Name: ________________________
Signature: ________________________ Date: __________
Go Paperless!

Help control increases to your monthly assessment! Park Millennium needs you to be more efficient, reduce administrative costs and go green. You can now receive your mailings and notices in your inbox, rather than your mailbox. NOTE: You may change your request and/or request a paper copy of any notice at any time.

I elect to receive electronic (e-mail) notices as indicated:

- [ ] Board Meeting Notices
- [ ] Annual Homeowners Meetings
- [ ] Special Unit Owners Meetings
- [ ] Annual Proposed Draft Budget
- [ ] Updates to Rules and Regulations (Final R&R’s are always available on the PM website)
- [ ] Violations/Hearing Notices
- [ ] Voting/Ballots

**Weekly Email Notices Opt in/out** -- These non-required notices are only sent via e-mail. Opting out of these notices (i.e. weekly e-mails, elevator outage notices, water outage notices, etc.) will mean they will not be received at all.

- [ ] Yes, please send me the weekly Park Millennium e-mail
- [ ] No, I do not wish to receive the weekly email updates.

Email: ___________________________________________________________________

Signed: ___________________________  Date: _______________________

Name(s): ___________________________  Unit Number: ________________
PARK MILLENNIUM CONDOMINIUM ASSOCIATION BED BUG MANAGEMENT POLICY

The Association has an obligation to maintain the common elements as well as to take steps to minimize or prevent further damage to other units or common elements. In regards to suspected or verified bed bug infestation, the Park Millennium Condominium Association (Association) will take the following actions:

EDUCATION

A fact sheet on bed bugs available from the City of Chicago will be provided to all current and future owners and residents. This item will be added to the “Move-in” orientation checklist.

The Association will periodically provide additional information about bed bugs including but not limited to, information posted in common areas of the building, email, newsletters, and discussion during meetings of the Park Millennium Board and/or owners.

The Association will periodically advise Unit Owners that per the Chicago ordinance, they are obligated to report any known or suspected bed bug problem of their Unit within 5 days to the Association and cooperate with managing the problem.

All Association staff will receive an annual in-service on bed bug identification, surveillance, control and prevention.

PEST CONTROL VENDOR

The Association will maintain a relationship with a minimum of one pest control company that is qualified for both inspection and treatment of bed bugs that can respond in the required timeframe.

When treatment is required, this Vendor will be required to provide an itemized invoice that specifies the charge for time and materials for each Unit affected. The Association will reimburse the pest control company and subsequently assess the itemized charges to the Unit Owners of affected Units.

It is highly encouraged that this contract includes a provision for an annual in-service for staff and residents on bed bug identification, surveillance, control and prevention.

RESPONSE TO REPORTS OF BED BUGS

When a Unit Owner or resident reports a possible bed bug problem in their unit, the Association will look for any of the following signs of bed bug infestation prior to contacting a pest control company:

- There is physical evidence of bed bugs, such as dead specimens in a sealed plastic bag, bed bug traps, etc.
- There are markings, droppings or eggs that are consistent with those from a bed bug.
- An occupant of a unit has bite marks consistent with those from a bed bug.
• Confirmed report of bed bug bites from a healthcare provider

Once there is a suspicion of bed bug infestation, then the Association will coordinate a pest control company to investigate the presence of bed bugs within 10 days.

INSPECTION

The Association will communicate to all impacted Unit owners and Occupants a schedule for Pest Control Company to inspect their Unit. The Association will follow established procedures for staff entry to units. Generally, units on either side and above/below the unit with the suspected infestation will also be inspected. The number of Units inspected will be increased upon identification of bed bug infestation.

The Association will provide advance notice to the Unit Owner before inspection or treatment. This notice will advise the Unit Owner and tenant of their responsibilities, and any specific preparations that must be completed.

DISCLOSURE

Upon confirmed of active bed bugs in any Unit, the Association will develop a Board approved communication plan to all Unit Owners and Residents.

TREATMENT

Once bed bugs are confirmed, then the Association will coordinate treatment/eradication. The Association will notify the affected Unit Owners of the following:

• Information regarding bed bugs (i.e. biology, behavior, medical importance, etc.)
• The potential scope of the infestation
• A copy of the treatment protocol including the specific terms of the service agreement
• A list of the chemical and non-chemical treatment products that will be used. The information will include the MSDS (material safety data sheet) of any chemicals.
• An estimated treatment schedule and price
• Treatment preparation requirements

While a Unit Owner or resident is not entitled to refuse a request to conduct an inspection or treatment of the unit, if a Unit Owner objects to a specific chemical pesticide then the Association will use best efforts to find an acceptable alternative treatment.

POST TREATMENT EVALUATION

The Association will obtain schedule for re-inspections and re-treatment from the pest control company. Unit Owners and occupants of the affected Units will be notified of any re-inspection and re-treatment processes.
FINANCIAL LIABILITY

The cost for inspection of a Unit that does not result in confirmation of bed bug infestation will be borne as a common expense to the Association since this surveillance represents a common good. Once there is confirmation of bed bug report infestation then the costs associated with inspection, treatment, re-inspection, and re-treatment will be assessed to the Unit Owners of the affected Units.

The Association will provide a notice of an assessment to cover the costs associated with the inspection and treatment to the Unit Owner. Hearings and payment rights and requirements related to this assessment will follow the standard operation procedures described in the Rules and Regulations.

RECORD KEEPING

The Association will maintain records of all pest control activities for 3 years and are open to inspection by authorized city personnel and Unit Owners.
What do bed bugs look like?

Bed bugs are small, flat insects that can be found in homes, apartments, and other living spaces. They are reddish-brown in color and can be found in the crevices and corners of furniture, baseboards, and other areas where they can hide. Bed bugs can be found in mattresses, box springs, and other bedding materials. They are also known to hide in the cracks between floorboards and ceiling joists.

What are bed bugs?

Bed bugs are small, flat insects that are about the size of an apple seed. They are reddish-brown in color and can be found in homes, apartments, and other living spaces. Bed bugs are known to hide in the cracks between floorboards and ceiling joists. They are also known to hide in the crevices and corners of furniture, baseboards, and other areas where they can hide. Bed bugs can be found in mattresses, box springs, and other bedding materials.

Where do bed bugs live?

Bed bugs are found in homes, apartments, and other living spaces. They are known to hide in the cracks between floorboards and ceiling joists. They are also known to hide in the crevices and corners of furniture, baseboards, and other areas where they can hide. Bed bugs can be found in mattresses, box springs, and other bedding materials. They are also known to hide in other places, such as offices, hotels, and restaurants.

What else can I do to prevent bed bugs?

To prevent bed bugs, it is important to keep your home clean and free of clutter. This includes washing and drying bedding often, as well as vacuuming regularly. You should also check for signs of bed bugs in your home, such as blood stains or live bed bugs. If you suspect you have bed bugs, it is important to contact a professional pest control company. You should also avoid bringing items into your home that may have bed bugs on them, such as secondhand furniture or clothing.

What are signs of bed bugs?

Signs of bed bugs include blood stains on bedding, live bed bugs, and small dark spots on bedding. You may also see empty egg cases on bedding. Bed bugs can be difficult to see, as they are small and can blend in with their surroundings.

How can bed bugs get into an apartment?

Bed bugs can enter apartments through cracks in the floor, walls, or ceiling. They can also enter through the air or through the plumbing. They can enter through cracks in the floor, walls, or ceiling. They can also enter through the air or through the plumbing.

Eggs of the bedbug are small, white, and oval-shaped. They are about the size of a pinhead. They are usually laid in clusters and can be found in cracks and crevices. Eggs are about 0.1 inches in length and width. They are about 0.03 inches in thickness. They are usually pinkish-white in color. They are usually laid on the ground or in cracks and crevices.

Where do bed bugs live? 

Bed bugs are found in homes, apartments, and other living spaces. They are known to hide in the cracks between floorboards and ceiling joists. They are also known to hide in the crevices and corners of furniture, baseboards, and other areas where they can hide. Bed bugs can be found in mattresses, box springs, and other bedding materials. They are also known to hide in other places, such as offices, hotels, and restaurants.

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What are my rights as a tenant?

- Landlords can’t require tenants to agree to a tenant
- What are my rights as a tenant under this ordinance?
- Tenants have two main responsibilities under this ordinance.
- What are my responsibilities as a tenant?
- Can’t refuse them.
- Once all these materials are landed, any
- tenants may refuse the interior condition of your property.
- Where there are exceptions to these tenant
- responsibilities?
- Where should I do if I suspect there are bed bugs?
- What should I do if I have a bed bug infestation
- How do I know if I have a bed bug infestation
- Are there other health concerns related to bed
- bugs?
- Do bed bugs transmit disease?

**Bed Bugs**

**Prevention:**
- Keep your home clean, free of clutter.
- Store food in sealed containers.
- Use bed bug traps.

**Detection:**
- Inspect your home for signs of bed bugs.
- Look for blood spots on mattresses.
- Listen for the rustling of bed bugs.

**Treatment:**
- professional pest control services.
- Follow-up treatments may be necessary.

**Prevention:**
- Store food in sealed containers.
- Use bed bug traps.

**Detection:**
- Inspect your home for signs of bed bugs.
- Look for blood spots on mattresses.
- Listen for the rustling of bed bugs.

**Treatment:**
- professional pest control services.
- Follow-up treatments may be necessary.
Does the ordinance require any specific type of inspection or treatment?

The ordinance allows landlords up to 10 days to have a pest management professional come to inspect your apartment.

1. Educate tenants about bed bugs by providing lessees with written material concerning the detection, treatment, and prevention of bed bugs. The Ordinance requires each tenant to be provided with information on bed bug infestations. The landlord shall provide such information to each tenant at the time the tenant takes possession of the property.

2. Notify tenants of any inspection or treatment. If you suspect there are bed bugs in your apartment, call your landlord immediately and follow up in writing. Give your landlord up to 10 days to have a pest management professional come to inspect your apartment. If your landlord is not responsive, call 911 and file a complaint.

What are my landlord's responsibilities under this ordinance?

Landlords have three main responsibilities under this ordinance:

1. The landlord is responsible for ensuring that the apartment is pest-free. The landlord is responsible for hiring a pest management professional to inspect and treat for bed bugs.

2. The landlord shall have a pest management professional inspect the property for bed bugs and provide instructions for preparing the apartment for bed bugs. If the landlord fails to comply, the tenant may hire a pest management professional at the landlord's expense.

What should I do if my landlord is not responsive?

If your landlord is not responsive, you may call 911 and file a complaint.

What if my landlord is not responding?

If your landlord is not responsive, you may call 911 and file a complaint.

What penalties can a landlord face for not complying with these requirements?

The landlord may be held in contempt of court and fined up to $2,000 per violation.

Additional information, including a copy of the ordinance, can be found at www.cityofchicago.org/health.