

LANDLORD AND TENANT RESPONSIBILITIES FOR RENTAL HOUSING UNITS



**CITY OF MACOMB,
ILLINOIS**

Welcome to Macomb! Now that you have chosen to live off-campus, you are about to experience real life in Macomb. You will find that the City of Macomb and your neighborhood are much like your hometown. Many rental units are in single family residential neighborhoods; your neighbors may be elderly persons, or they may be a family with small children. Get to know them! Part of living in a town like Macomb is the sense of neighborhood you get from helping the people that live around you.

Welcome to Macomb! Enjoy your stay here. Many of us in Macomb started as students and liked it so much that we decided to make it our home. Have consideration for your majors and you will find it a very rewarding experience.

Mike Inman

Mayor, City of Macomb

Macomb City Offices

City Administrator	837-0501
City Attorney	866-4373
City Clerk	833-2575
Community Development	833-4944
Mayor	833-2558
Public Works	833-2821
Water Dept.	833-2031
Sewer Dept.	833-4325
Housing Inspector	833-4944
Building Inspector	833-4944
Code Enforcement	833-4101

Fire Department

Emergency 911

Other Calls 836-7800

Police Department

Emergency 911

Other Calls 833-4505

Macomb Park District 833-4562

McDonough Dist. Hospital 833-4101

The City of Macomb has adopted a number of codes and ordinances relating to the care and maintenance of property. Property maintenance codes and zoning ordinances are laws that set minimum standards for occupancy, maintenance, and use of residential property. The landlord, tenant, and homeowner all have responsibilities regarding the use, upkeep and maintenance of their dwelling units.

This brochure briefly outlines owners and renters responsibilities as described by the codes and ordinances of the City of Macomb. Clarifications, questions, complaints, and request for inspections may be directed to:

Rental Housing Inspector

City Hall

232 East Jackson Street

Macomb, Illinois 61455

Phone: 833-4944

E-mail: rhi@cityofmacomb.com

Code Enforcement Officer

City Hall

232 East Jackson Street

Macomb, Illinois 61455

Phone: 833-4944

E-mail: ceo@cityofmacomb.com

When a complaint is received by the city, it is investigated by a police officer, city housing inspector or code enforcement officer, depending on the nature of the complaint. If violations of the property maintenance code or zoning ordinance are discovered, the owner or the tenant, depending on the violation, will be notified that necessary corrections must be made within a prescribed period of time. If the violations are not corrected, the city may initiate court proceedings against the tenant or owner. The city does not settle lease disputes between renters and landlords. Tenants should always pay their rent, even if the structure is in violation of city housing codes and ordinances. Non-payment of rent may be grounds for eviction from the structure by the landlord.

TENANT RESPONSIBILITIES

Refuse: The tenant must dispose of garbage in a clean and sanitary manner by placing it in the green garbage containers provided by the city. For multiple family housing units (apartments), it is the landlord's responsibility to provide dumpsters for the disposal of garbage and refuse. For single family units, it is the tenant's responsibility to place containers at the curb no earlier than 6:00 PM on the day before the designated collection day. Designated collection days are as follows: Monday –northwest quadrant bounded by West Jackson Street on the south and North Lafayette street on east; Tuesday-southwest quadrant bounded by West Jackson Street on the north and South Lafayette Street on east; Wednesday –northeast quadrant bounded by East Jackson Street on the south and North Lafayette Street on the west; and Thursday-southeast quadrant bounded by East Jackson Street on the north and South Lafayette Street on the west. All empty containers must be removed from the curb by 6:00 PM on the collection day. Collection of recyclables is done on the same schedule as the collection of refuse. Recyclables must be placed in bins provided by the city.

CLEANLINESS: The tenant must keep the housing unit or apartment, and the surrounding property that he/she occupies and controls in a clean, sanitary, and safe condition. All outside litter and debris must be collected and disposed of in a timely manner.

STORAGE OF HARMFUL MATERIALS: The tenant must not store any materials which may cause a fire hazard or otherwise endanger the health and/or safety of any resident of the building. All flammable type of materials, such as kerosene, gasoline, etc. must be carefully stored. Rags and papers may not be accumulated so as to create a fire hazard. Harmful materials of any type may not be stored in hallways, under or on stairs, and in lobbies, vestibules, and exit ways.

INSECTS AND RODENTS: The tenant of a single-family dwelling is responsible for the extermination of insects and rodents within the unit. An occupant of a multiple family dwelling is responsible for the extermination of insects and rodents whenever his/her unit is the only unit in the building that is infested. If infestation of a multiple family structure is caused by an occupant, he/she is responsible for the extermination of the entire structure.

SIGNAGE: Signs are not allowed in residential neighborhoods. Signs are defined as any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public. Banners and sandwich boards are considered signs and are not allowed. Fraternities and sororities recognized by the city and Western Illinois University are allowed to place reasonably sized Greek letters on the front of their homes.

PARKING: Tenants of single and multiple-family dwellings units must abide by all applicable parking regulations as outlined in the Municipal Code and Zoning Ordinance of the City of Macomb.

Generally, parking is prohibited in the following locations:

- a. On a public sidewalk;
- b. No parking on any grassy or dirt area.
- c. On any private property without the consent of the owner of the property;
- d. Blocking any driveway entrance;
- e. Within an alley so as to leave available less than ten feet of the width of the roadway; and
- f. On any street for longer than 24 hours. Most residential neighborhoods have a 2:00 AM to 6:00 AM restriction.

NOISE: Tenants shall not use single and multiple family dwelling units in such a manner so as to unreasonably make or cause to be made and noise disturbance across any property boundary. Tenants shall not use, operate or permit the operation of any motor vehicle so as to create a noise disturbance across any property boundary or at a distance of 50 feet, when such motor vehicle is in or upon a street or public place.

ALCOHOL: Tenants shall abide by all rules and regulations governing the sale and consumption of alcoholic beverages. Sale of alcohol at parties without a license is strictly prohibited. The consumption of alcohol by minors, whether at a tavern or at a private residence is in violation of both state law and city ordinances.

LAWN FURNITURE: All exterior property shall be kept from moveable indoor furniture not designed for or maintained to withstand the natural elements and outdoor use. Indoor furniture used outdoors deteriorates and becomes a harborage for insects and vermin and poses a threat to the public health, safety and welfare.

SMOKE AND CARBON MONOXIDE DETECTORS: Tenants must maintain all detectors within their residence (Landlord is required to maintain them required to code). This means do not remove or move the unit itself, or the batteries, as well as check the units periodically to ensure they would function properly in the event of an emergency. These detectors are installed for the sole purpose of safety for the tenants.

LANDLORD RESPONSIBILITIES

REGISTRATION: Landlords are required to annually register all residential rental units with the City of Macomb. Registration statements shall be filed with the Office of Community Development on forms provided by the city. Annual registration fees are as follows: single family structure \$18.00 per unit; multiple family units with less than 20 units \$18.00 per unit; and multiple family units with more than 20 units \$18:00 per unit. Registration shall occur between September 1 and December 31 for the following year. Landlords nor registering property with the city by December 31 will be assessed a penalty for late registration.

EXTERIOR OF THE BUILDING: The landlord must maintain all parts of the exterior structure. All vegetation, such as grass, shrubs, and trees, must be cared for so as not to become a nuisance to tenants or neighbors. No rubbish or debris may be left in the yard. The exterior of the structure shall be maintained in good repair and structurally sound. All exterior walls shall be free of leaks, loose or rotting materials; and maintained weatherproof and properly surface coated where necessary to prevent deterioration. The roof and flashing shall be sound, tight, and not have defects which might admit moisture. All windows and doors shall be kept in sound condition, good repair, and weather-tight.

PUBLIC AREAS WITHIN THE BUILDING: The landlord must maintain all public areas within the building. All corridors, exit ways, stairway and stairwells must be clean and clear of all debris and must have ample lighting (minimum 60 watt light bulb).

INTERIOR OF THE BUILDING: The landlord must maintain the interior of the building so that it is in good repair, structurally sound, and in a sanitary condition. The landlord must repair all peeling paint, cracked or loose plaster, decayed wood and other defective surface conditions.

INSECTS AND RODENTS: The landlord must exterminate insects and rodents if more than one unit of a multiple-family dwelling is infested, or if public areas within the building and premises are infested.

APPLICANTS AND EQUIPMENT: The landlord must repair and maintain all plumbing fixtures, light fixtures, and heating equipment. If the landlord provides other appliances such as stoves, refrigerators, washers and dryers, he/she must also repair and maintain these appliances.

PLUMBING: The landlord must provide and maintain adequate plumbing facilities for the building. Every dwelling unit must have a room, separate from habitable rooms, containing a flush water closet, a bathtub or shower and a wash basin. Bathrooms must be accessible from any sleeping rooms without passing through another sleeping room. Each dwelling unit must also have a kitchen sink. All plumbing repairs and installation must be completed by an Illinois licensed plumber. Landlords are not permitted to complete plumbing work on rental housing units.

ELECTRICAL SERVICE: The Landlord must provide adequate electrical service to meet the normal needs of all occupants. Every habitable room shall contain at least two separate outlets. One outlet and one light fixture shall be provided in every bathroom and laundry room. Every kitchen shall be provided with at least two outlets and one light fixture. Every dwelling unit shall be served by at least a 60 ampere electrical service.

HEATING AND HOT WATER: The landlord must supply and maintain heating facilities in all dwelling units that will adequately heat all habitable rooms to a temperature of at least 68 degrees F from Nov. 1 to May 1. The landlord must also provide water heating facilities capable of delivering hot water (minimum 120 degrees F) to every required kitchen sink, lavatory, bathtub, shower, and laundry facility at any time needed.

VENTILATION AND NATURAL LIGHTING: Every habitable room, except bathrooms, must have an openable window for adequate ventilation and natural lighting. A mechanical ventilation system may be used in bathrooms.

REFUSE FACILITIES: The landlord must supply a dumpster or other approved, covered containers for all multiple-family residential units. Either the landlord or the tenant must assume the responsibility to place the dumpster or containers in an approved location for pick-up. The area around the dumpster or containers must be kept in a clean and sanitary condition at all times.

OVERCROWDING: The landlord may not rent a dwelling unit to a number of persons to the extent that overcrowding may occur. Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area and every sleeping room occupied by more than one person shall contain at least 50 square feet of floor area for each occupant. Habitable rooms, except kitchens, shall have at minimum ceiling height of 6.4 feet. Habitable rooms shall have a width and length of at least 7 feet in each direction. Please contact the Community Development Office for occupancy limitations.

MEANS OF EGRESS: The landlord must insure that there is a safe, continuous, and unobstructed means of egress from the interior of a structure to the exterior areas leading to a public area at grade. All doors in the required means of egress must be readily openable from the inner side without the use of keys. Every sleeping room shall have at least one openable window or exterior door approved for emergency egress or rescue; or shall have access to not less than two approved independent exits.

SMOKE DETECTORS: The landlord shall provide at least one operable smoke detector at the following locations: in each room used for sleeping purposes, on each floor of the structure including the basement, at the top of common stairways, and in each room adjoining sleeping rooms that are used as an exit path. Smoke detectors should not be placed in the kitchen. There are additional fire code requirements for multiple-unit structures.

CARBON MONOXIDE DETECTORS: The landlord shall provide a carbon monoxide detector within 15' of every room use for sleeping purposes, except in cases that there is no source of carbon monoxide.

GRASS AND WEEDS: It shall be unlawful for anyone to permit any weeds, plants, or grass, other than trees, bushes, flowers, or other ornamental plants, to grow to a height exceeding six inches. The landlord has the responsibility to provide lawn care for the property unless such responsibility is assigned to the tenant in the lease.

INSPECTION: Every dwelling which rents to permanent residents shall be inspected systematically for compliance with the presented requirements and all other applicable laws. All dwellings subject shall be inspected at a minimum of once every three years. Notice of the date of the inspection shall be given to the owner and local property manager, if any, at least 15 days prior to the date of the inspection in writing. If the premises are found to be in compliance with all applicable city codes and ordinances and other applicable laws, a 3 year certificate of inspection will be issued. Inspections shall also be made on the basis of complaints received by the city. Except in cases where the public health or safety may be threatened, whenever a complaint is received, the city will provide 48 hours' notice to the owner and any local property manager of an inspection to be made as a result of such complaint. In cases where the public health or safety allegedly is threatened, reasonable attempt shall be made to contact the owner or local property manager prior to the inspection.

PENALTY: Any person who is found to be in violation of codes and ordinances of the City of Macomb may be subject to a fine of \$20 to \$750.

For more information regarding landlord and tenant responsibilities contact the Community Development Office. For a full version of the International Property Maintenance Code booklet visit:

<http://cityofmacomb.com/pdf/PropertyMaintenanceCode.pdf>



City of Macomb

Community Development Office



Phone: (309) 833-4944

cdc@cityofmacomb.com

232 E. Jackson Street
Macomb, Illinois 61455