



Crime Free Housing

Newsletter



January 2013

Including:

From
Community
Development

Fire Safety

Crime Free
Communities in
Illinois

Internet
Resources

Legal Update

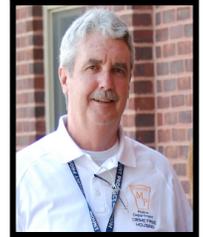
Street Gangs

Social Media



Message from the Coordinator

The encouraging statistical trends over the past few years continue. Since the Village Board established the Crime Free Housing Program in March of 2007, police calls for service (CFS) Village wide continue to decrease. CFS at apartment properties have dropped for the fifth consecutive year (*see chart on page 2*) representing an impressive 28% reduction in calls! Great cooperation and communication between the Village and the rental community continue to be the driving force behind these positive trends. In March of 2010, many of you attended our **Mount Prospect Landlord/Manager EXPO** where we were able to provide free access to the latest resources, technology and information including excellent presentations on discrimination, evictions and gang/drug enforcement. I am pleased to announce that, along with the Northwest Suburban Housing Collaborative, we are hosting another **Landlord/Manager EXPO!** The 2013 **EXPO** will be held on Saturday, March 23rd. The primary goal of the **EXPO** will be following-up, reinforcing and updating information disseminated to the nearly 1,500 landlords/managers/owners who have attended the seminar in the past few years. For many of you it has been nearly six years since completing the seminar, so we strongly encourage you to attend.



Finally, communication is the key; so Crime Free is also going Social Media! Check-out our new Facebook and Twitter accounts on page 3.



The Mount Prospect Crime Free Housing Program



Presents

Landlord & Property Manager

EXPO

Special Presentation

Eviction Process

Judge Sandra Tristano

Saturday - **March 23, 2013**

Village Hall, 50 S. Emerson

9 AM to 4 PM

Other Presentations

Fair Housing/
Discrimination
Gangs/Drugs/Con Artists
Legal Updates
Internet Resources

Latest Information

Fair Housing
Crime Prevention
Application Process
Gangs/Drugs
Association Law
Code Enforcement

Vendor Displays

Background Checks
Home Security
Legal Assistance
Fire Protection
Financial Resources

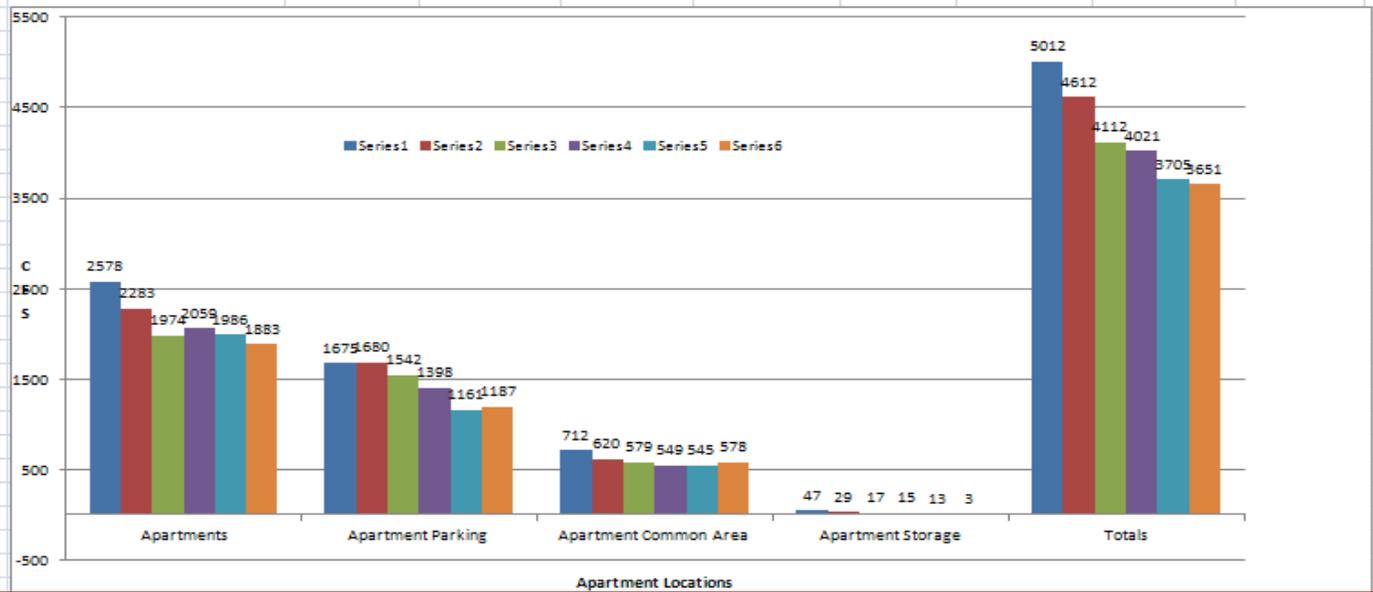
IT'S AN OPEN HOUSE

Stay the whole day or stop in for a particular presentation and ven-

Register by calling, emailing or faxing Bob Roels at:
broels@mountprospect.org / Desk 847-818-5296 / Fax 847- 818-5329

CALLS FOR SERVICE AT APARTMENTS DOWN 27% SINCE 2007 !!

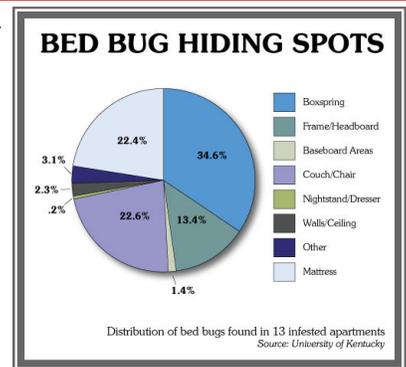
PLACE CODE	2007 CFS	2008 CFS	2009 CFS	2010 CFS	2011 CFS	2012 CFS	Decrease	Decrease %
Apartments	2578	2283	1974	2059	1986	1883	695	27%
Apartment Parking	1675	1680	1542	1398	1161	1187	488	29%
Apartment Common Area	712	620	579	549	545	578	134	19%
Apartment Storage	47	29	17	15	13	3	44	94%
Totals	5012	4612	4112	4021	3705	3651	1361	27%



FROM COMMUNITY DEVELOPMENT — Bedbugs

Orkin has claimed Chicago is the top city in the U.S. for bedbugs. Obviously these pests have no borders and it is likely at some time you will have to deal with the problem. When an infestation does occur, it can frighten some tenants who experience the itchy, bloody welts they leave. Effective, prompt control is needed to calm and assure your residents, and keep your pest control costs to a minimum.

Tackling the job on your own can be fruitless. Bedbugs are hard to find. They are not just in mattress seams or the bed. They can be in chair cushions, sofas, behind electrical outlets, cracks and crevices around baseboards, or even behind picture frames. Bedbugs can withstand a wide range of temperatures from nearly freezing to 122 degrees Fahrenheit. Once bedbugs are in a building, they can spread from room to room. Bedbugs, unlike cockroaches, are not associated with filth. Pesticides and other measures are effective, but if misapplied (too much, wrong place, wrong pesticide) can be toxic and ineffective. **For these reasons inspection and treatment is best done by professional pest control companies.**



The following are available to download from the **Environmental Health Division** section of the Village website (www.mountprospect.org)
 "Landlord/Tenant Rights"
 "Property Maintenance Guide"
 "Property Maintenance Video"

To prevent bedbugs, encourage your tenants not to use second-hand furniture and to render furniture for disposal unusable. When returning from a trip, tenants should check their belongings and clothing, and wash and dry the clothes using hot settings. If you find furniture at the common garbage area make it unusable so a problem is not brought into your building or next door.

Bob Roels
 Environmental Health Coordinator

A Landlord's 5 day Notice: The Who, What, When and How

Too often at the courthouse, pro se Landlords approach one of our attorneys in the hallway, asking why their lawsuit was dismissed when the tenant hadn't even bothered to show up. One look at their 5 day notice answers the question. From mandatory statutory language to proper service requirements, the 5 day notice is riddled with technical pitfalls.

A Landlord's Notice and Demand for Possession gives the tenant a specified time in which to make payment in full of the past due amounts or vacate the property. The statute provides a minimum of 5 days notice, but look to your lease for language that might extend that period. For example, commercial leases often require a 10 day notice.

Your notice must include specific information regarding the tenant, the amount past due, a demand for possession of the property with the property address, amount of time tenant has to pay, and specific language required by statute. The Notice must be signed and dated and properly served.

Illinois case law suggests that the amount of rent quoted in your Notice can be incorrect, but the Notice may still be valid. Even if the amount in your notice is incorrect, the tenant has the obligation to pay something in order to avoid eviction, i.e., what he believes to be due. However, if the Notice amount is incorrect, and the tenant pays what he believes is due and then proves in court that what he paid was the correct amount, your eviction lawsuit will be dismissed, and you will have to pay the tenant's court costs.

So don't make this mistake in the first place! Keep accurate accounting records and check and double-check your Notice calculation. If your tenant offers an amount of rent within 5 days that he believes is correct, don't simply refuse it. Check your records and calculations, and seek our advice on your legal obligations.

Next, don't wait to serve the notice on your delinquent tenant: the longer you wait, the longer your tenant gets to live for free. It's not your responsibility to support your tenants. We recommend that the Notice be issued at the first late fee; i.e., if rent goes unpaid when due and is still unpaid at the time the late fee is assessed, then issue the Notice. For one thing, your tenant may be able to come up with one month's rent, but once the notice reflects 2, 3, or 4 months rent, it will be much more difficult for your tenant to put that kind of money together. Second, if you serve the Notice immediately upon default, you're letting your tenant know that you don't mess around when it comes to collecting rent. Quick action will deter future defaults and late payments.

Last, but definitely not least, be sure to wait the required time before filing the eviction complaint. A 5 day notice means that the tenant is entitled to 5 full days to make payment in full of the past due rent. That means if you serve the notice on the 15th of the month, the tenant gets the 16th, 17th, 18th, 19th, and until midnight on the 20th; you cannot file the lawsuit until the 21st. Don't make the mistake of filing the complaint on the 5th day. If you do, your lawsuit will be immediately dismissed.

Adhering to the requirements of a 5 day notice can be simple if you pay close attention to the technical details. Don't fall victim to its pitfalls; learn the rules and abide by them. If you do, you'll pass the first stage of the eviction process.



Article by Jessica L. Ryan, an Associate of John Bickley at the Kovitz, Shifrin and Nesbit Law Firm

FROM CRIME PREVENTION BACK IN ACTION !!

We are very happy to announce that Officer Greg Siill has been re-assigned back to the newly re-activated Crime Prevention Unit. The Unit has been suspended for over two years due to budgetary concerns. A hot topic is the rise of thefts from vehicles across the suburbs of Chicago. In Mount Prospect, this has been the case as well, with 58 % of the thefts from vehicles occurring because vehicles are left unlocked or windows are left open. Please remind your tenants to lock their vehicles whenever they leave them, no matter how long they are away. Tenants can also help reduce these crimes by removing valuables, such as GPS units, cell phones, iPods, and purses from their vehicle every time they park and leave them.



CRIME FREE AND CRIME PREVENTION GO DIGITAL!!
Visit Us via Social Media on Facebook and Twitter



Communication with the Mount Prospect Police Department and the Crime Free Program are now available via social media.

Follow the Mount Prospect Police Department on Facebook (www.facebook.com/mountprospectpolice) and Twitter (@Mountprospectpd) for updates on news, safety and crime prevention tips.

Follow the Crime Free Program on Facebook (www.facebook.com/mountprospectcrimefree) and Twitter (@Mppdcrimefree) for updates on criminal activity, news and notifications at rental properties.

SPECIAL REPORT— Street Gangs

All suburbs have elements of street gangs in their populations; Mount Prospect has been fortunate in that a progressive anti-gang police strategy, combined with neighborhood involvement and landlord/manager cooperative efforts, have substantially reduced the street gang influence in our community.

Many families have had to relocate due to the criminal activities of family members involved with gangs. Although the relocations are unfortunate, there are now several neighborhoods previously plagued with gang activity that are now gang free zones where young people (and their parents and neighbors) can enjoy Mount Prospect without fear of intimidation and victimization by gang members.

As landlords and managers, we encourage you to keep up the good work and explain to prospective (and current) tenants the ramifications of family members becoming involved in criminal activity, including gang activity.



CSO Carlos Huizar presenting a Crime Free Anti-gang presentation at School District 59



FROM THE FIRE DEPARTMENT

Maintaining Working Smoke Alarms 10 Year Battery Operated Smoke Alarms

Rental properties are required to install smoke alarms and make every effort to ensure they are ALWAYS working, especially when occupants are asleep. If a fire occurs, having a working smoke alarm reduces the risk of dying in a residential fire by 50%.

The Mount Prospect Fire Department recommends the following guidelines for maintaining battery operated smoke alarms in your rental units.

- Install new batteries at least once a year. Immediately install a new battery if the detector “chirps” warning of a low battery.
 - Although testing smoke detectors on a monthly basis is preferred, they should be, at a minimum, tested twice a year.
 - Choose devices that bear the label of a recognized testing laboratory.
 - Install detectors on every level of the building.
 - Ideally, detectors should also be installed in every room where people sleep; however, the building code requires detectors within 15 feet of the entrances to all sleeping areas.
- Replace your smoke detectors when they are 10 years old. The fire department recommends writing the install date on the base of the device.

10 Year Battery Operated Smoke Alarms:

As always hardwired smoke alarms with battery backup would be the Fire Department’s top recommendation when replacing smoke alarms in your rental properties. However, when this is impractical the Mount Prospect Fire Department strongly recommends that rental property owners install photo electric 10-year battery life smoke alarms. Most of these smoke alarms are powered by a lithium ion battery that maintains the smoke alarm for ten years. These smoke alarms do not require a battery to be changed every six months! The prices for these smoke alarms range from \$20 to \$30 depending on the manufacturer. Some manufacturers also make tamper resistant smoke alarms that will limit how the alarm may be removed. If your rental properties currently have battery operated smoke alarms the Fire Department strongly recommends replacing them with the 10 year photo electric smoke alarms tested by a recognized laboratory.

The Mount Prospect Fire Department will be happy to answer any questions or concerns regarding the smoke alarms. Please call (847) 818-5253.



For More Information

You may also visit the following websites:

www.mountprospect.org

www.homesafetycouncil.org

www.state.il.us/osfm

www.knowaboutco.com

www.carbon-monoxide-poisoning.com

www.nfpa.org

Screening Companies

DISCLAIMER

Links to these websites are provided solely for informational purposes and are entered at your own risk. The Village of Mount Prospect accepts no liability for any linked sites or their content. Any link does not imply or mean that Village of Mount Prospect or their employees endorses or accepts any responsibility for the content or the use of such Web site nor give any representation regarding the quality, safety, suitability, or reliability of any Website or any of the content or materials contained in them. It is important for users to take necessary precautions, especially to ensure appropriate safety from viruses, worms, Trojan horses and other potentially destructive items.

When visiting any website, users should review those websites' privacy policies and other terms of use to learn more about, what, why and how they collect and use any personally identifiable information.

National Tenant Network

www.ntnonline.com

For more than 25 years, National Tenant Network has been focused on a single goal: to help property owners and managers make the best leasing decisions possible. As the nation's oldest and largest national resident screening service, NTN has successfully screened more than 15 million applicants. Our in-depth knowledge of resident screening and landlord/tenant challenges helps us deliver exceptional end-to-end resident screening solutions.

First Advantage SafeRent

www.fadvsafere.com

The nation's leading screening and risk management provider for the multifamily industry. First Advantage SafeRent provides products designed to maximize profitability, including Resident Screening, Criminal Screening, Benchmarking, Renters Insurance, Lease and Document Generation, and Employment Screening.

Screening Works

www.screeningworks.com

ScreeningWorks provides online tenant screening for small landlords and independent rental owners (IROs). ScreeningWorks makes tenant screening simple.

On-Site.Com

www.on-site.com

For smarter leasing, turn to the experts. We combine smart technology with personalized service to deliver superior business intelligence. Apartment managers rely on us for better leasing decisions, consistent control, enhanced efficiency and continuing innovation.

Real Page

www.realpage.com

Comprehensive Resident Screening and Insurance Solutions

Reliable Background Screening

www.reliablebackgroundscreening.com

Since 1990, Reliable Background Screening has been providing our clients a unique and thorough screening service for employers, business owners and landlords by offering background checks on new employees and new residents. In today's uncertain, transient world, a partner that understands your business and your needs is critical.

RentGrow

www.rentgrow.com

More expertise and partnership than any other resident screening provider. Award-winning resident screening technology that incorporates the strongest data available. Compliance, consistency, and control. It all begins with **TotalScreen**, the award-winning online resident screening solution from RentGrow.

ResidentData

www.residentdata.com

Offers one of the most comprehensive resident screening and collections services available for the multifamily industry. We enable owners and managers to effectively evaluate residents during the application phase, monitor them after move-in and locate them, if necessary, after they've moved out. Resident Data gives you choices, allowing you to customize the screening process to suit your own application review methods.

Resident Check

www.residentcheck.com

ResidentCheck is a national provider of resident screening, pre-employment screening and multifamily collections. We have built long-term client partnerships by providing a total risk management solution based on individual client needs.

Resident Shield

www.residentshield.com

Screening and liability insurance

Screen Reports Inc.

www.screeningreports.com

A national provider of background screening and collection services to the multi-family housing industry. Background screening services consist of previous rental verification and employment verification, consumer credit reports, landlord tenant eviction reports, criminal reports, sex offender reports, and OFAC searches used to determine eligibility for apartment residency by landlords and management companies.

Renting Authority

www.rentingauthority.com

Renting Authority provides online tools and support for independent landlords. Tenant Screening; Background and credit reports, employment and rental verification; Online rent payments; Rental applications; Lease agreements; Website creation; and Landlord forum and blog

Informational Websites

Crime Free Multi-Housing

www.crime-free-association.org

The web site for the international Crime Free Multi-Housing Program.

Crime Doctor

www.crimedoctor.com/bio.htm

Practical advice about security, crime, loss prevention, and avoiding liability.

Illinois Sex Offender Information

<http://www.isp.state.il.us/sor/>

Statewide Sex Offender Database, accessible on the Internet, identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender.

Housing Authority of Cook County

www.thehacc.org

(Section 8 Info)

Illinois Department of Corrections

www.idoc.state.il.us/subsections/search/default.asp

Free Inmate look up. All you need is the name.

Cook County Inmate Look-up

www2.cookcountysheriff.org/search2/

Free inmate look up. All you need is the name.

Cook County Clerk On-Line Case Info

www.cookcountyclerkofcourt.org

Offers on-line searches for civil cases to include order of possession (eviction) cases. Searchable by name, case or date .

Illinois Department of Human Rights

www.state.il.us

Information regarding discrimination.

Illinois Legal Aid

www.illinoislegalaid.org

Information to help Illinois residents resolve their legal problems. The information on this website is not legal advice. Legal information is not the same as legal advice, which is the application of law to an individual's specific circumstances.

Northwest Suburban Bar Association

www.nwsba.org

This is a group of over 650 attorneys who live or practice in the north-northwest area of Cook County.

ARDC - Attorney Registration & Disciplinary Commission

www.iardc.org

Agency of the Illinois Supreme Court, is responsible for maintaining current records of registration and discipline information for lawyers licensed to practice in Illinois.

CRIME FREE COMMUNITIES IN ILLINOIS

Addison, Alsip, Aurora, Berwyn, Carol Stream, Carpentersville, Chicago Heights, Country Club Hills, DeKalb, Des Plaines, Elgin, Elmwood Park, Fox Lake, Glendale Heights, Lombard, Hazelcrest, Naperville, Northlake, Niles, Orland Park, Oak Forest, Palatine, Park Forest, Richton Park, Riverdale, Rockford, Rosemont, Round Lake Beach, Round Lake Heights, Schaumburg, Tinley Park, West Chicago

Mount Prospect Crime Free Patrol Officers

The following patrol officers have received specific training in the Crime Free Program and in NON-Emergency situations you can request a Crime Free Officer to respond to your call for service. We're happy to add Officer Laura Davis (pictured below) to our group of Crime Free Specialists.

Day Shift (7AM to 3 PM):

Officers Tom Hoskinson and Mark Bechtold

Afternoon (3PM to 11 PM)

Officers Miguel Martinez, Joe Ziolkowski and Laura Davis

Midnights (11 PM to 7 AM)

Officers Dirk Ollech, Joe Morel and Bart Tweedie



Feedback:

We are interested in your thoughts and ideas. As mentioned in the seminar some of the best information came from seminar participants. Please send any comments, suggestions or helpful information by mail, fax or email: Pat Lyons, Crime Free Housing Coordinator, 112 E. Northwest Highway, Mt. Prospect, Illinois 60056 – Telephone: 847-818-5301 – Fax: 847-392-1070 – Email: plyons@mountprospect.org.