

City of Chicago – Annual Required Lease Notices

1. LTO Summary. The latest summary as of the date of this writing includes: “The porch or deck of this building should be designed for a live load of up to 100 pounds, per square foot...”
2. Security Deposit Summary. A separate current summary of the security deposit obligations, including the new interest rate and that of the prior two years.
3. Disclosure of Owner and Agents name, address, and telephone number of both the owner or person authorized to manage the premises and the person authorized to act for and on behalf of the owner.
4. Disclosure of foreclosure.
5. Notice of Conditions Affecting Habitability. Any code violations which have been cited by the City of Chicago during the previous 12 months for the dwelling unit and common areas and any notice of intent by the City of Chicago or any utility provider to terminate water, gas, electrical or other utility service to the dwelling unit or common areas.
6. Disclose in the lease the name and address of the bank holding the security deposit account
7. Heating Cost Disclosure (if tenant pays for heat).
8. Lead Paint Disclosure & Brochure.
9. Radon Disclosure and IEMA approved Radon Disclosure Pamphlet.
10. Re-key language: “At lessee’s request, landlord has given lessee the right to change or rekey the dwelling unit lock, so long as a duplicate is provided to the Landlord within 2 business days of the change.”
11. Bed Bug Trifold Brochure.

City of Chicago - Security Deposit Requirements

1. Deposit checks in a federally insured interest-bearing account in an Illinois bank.
2. Account must be a separate / non-comingled account (no rents or personal funds).
3. Account titled in such a way to indicate that it is a security deposit account and not personal.
4. If first month's rent and security deposit in one combined check or one electronic funds transfer, it must transfer the deposit portion to the deposit account within 5 business days.
5. Pay interest on deposit within 30 days of every 12 month term and / or return the deposit within 45 days of tenant vacating. Please note strict withholding standards and 30 day notice requirement and interest must be paid on advance rent held for more than 6 months.
6. Provide a signed receipt *at the time of receiving the deposit* with the date, amount, the name of the person receiving and in the case of the agent, the name of the landlord, and a description of the apartment.