



NOVEMBER MEETING

Tuesday, November 20, 2018

Tenant Screening and Evictions

How to use the Winnebago County Website

Guest Speakers:

Winnebago County Circuit Clerk Tom Klein
and Chief Deputy Tom Lawson

Cost: FREE for members, \$15.00 for non-members

Networking 6:30 P.M.

General Meeting 7:00 P.M.

Meeting Location

RAAR

6776 East State Street
Rockford, IL 61108

JOIN THE RAA!

Members enjoy . . .

- ✓ 7 monthly meetings with guest speakers covering a variety of property management topics
- ✓ Winter Member Mixer
- ✓ Spring Banquet
- ✓ A Web link or page advertising your units on the RAA Web site
- ✓ Member Networking through group Email
- ✓ Knowledge of State and local political issues affecting property managers and owners
- ✓ Monthly newsletter

A one-year membership is \$99.

To join or e-mail RAA, go to

www.rockfordapartmentassociation.org

1-800-RAA-6676

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Letter from the President

I would like to welcome all new members that have joined the Rockford Apartment Association in the past couple months. We hope that you will find by joining the RAA you have made a wise choice and that the price you paid to be a member pays you back many times over. We also hope you will see, as a group, we have a voice in the community and that your membership contributes to that voice. Our primary purpose and goal is to educate our membership. We do that by having interesting and informative topics for our monthly meetings with a combination of professional speakers, people who are experts in their field, and also with our own more experienced members. Our meetings almost always include roundtable discussions that get everyone in attendance involved in the conversation. It gives members a chance to bring up issues that they might be dealing with and to ask how other members handle those situations.

Our other very important purpose is to advocate for and inform members of state and local issues that affect our business in either a positive or negative way. We keep our members up to speed on current State laws, local building and health codes, federal laws including fair housing and much more. The Rockford Apartment Association is part of the state association (IRPOA) Illinois Rental Property Owners Association. IRPOA helps us with issues that happen in Springfield and keeps everyone informed about important happenings at the state level.

Finally, one of the greatest benefits of being a RAA member is our group email. It is a way for members to communicate and network with each other without having to wait for a monthly meeting to get answers. They share knowledge, ideas, and first hand experiences using their computers and smart phones. Don't be afraid to use it. The conversations that take place benefit everyone. We are a volunteer organization that strives to educate and inform its membership. We always welcome more help and volunteer work from any members that are willing to give of their time.

continued on page 2

RAA rental forms for members only

Forms are available at the following locations.

Please call in advance to be sure someone will be available to help you.

During General Meetings

Asset Protection Insurance
124 North Water St., Suite 208
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Come to a meeting!
Every 3rd Tuesday
September through May

Join and save!

Free to RAA members

\$15 non-members

Meeting Location

*Rockford Area
Association Of Realtors
6776 East State Street
Rockford, IL*

Last month at our October meeting Larry Mills and Jeff Sturtecky lead one of our best meetings ever. Our topic was "Elements of the Lease". Larry and Jeff did a fantastic job of covering all the different aspects of the lease and there was a lot of participation from the membership as well. Thanks guys for putting together such a great program!

Our November 20th 2018 meeting Topic will be "Tenant Screening and Evictions" How to use the Winnebago County Website! Our guest speakers will be Winnebago County Circuit Clerk Tom Klein and Chief Deputy Tom Lawson. Learn the new e filing method as well as how to navigate the county web site when screening for new tenants

Hope to see you all Tuesday evening!
—Karl Fauerbach, RAA President



Kathy Hill

*General
meeting
Volunteer*

**Thank You
Kathy!**



Maintenance Corner

Before Tenant Move In

- ✓ Repair health and safety issues
- ✓ Clean the property
- ✓ Make sure heat, plumbing, and electric are working well
- ✓ Review lease, obtain signatures
- ✓ Collect rent and deposit
- ✓ Arrange inspection
- ✓ Change locks
- ✓ Use move-in checklist
- ✓ Exchange contact information
- ✓ Review special requests and conditions





Meet STAN VORGIA!!!!!! by Jerri Cole

VARRROOOOOOMMMMMM! That is the sound of a motorcycle taking off!!!! Grab the handlebars and hold on tight!!!! This driver may be 70 but he still knows how to rev it up! He's still going strong and enjoying the ride!!!! Loves working and loves life! Loves being around people. Is he opinionated? Oh yeaaaaa!!! He let's you know what he thinks! Is he a serious person? Oh yeaaaa! Just look at his professional background. Looks like a workaholic to me! **Hold on ---- heerree weeee goooooo!!!!**

Favorite things to do on your day off?

I love to ride my motorcycle. I have traveled probably a million miles. I have been from Orlando to Fairbanks and from L.A. to Nova Scotia. One of the best places I have been is Thermopolis, Wyoming. I loved the white water rafting and the hot springs.

What would you like people to know about you?

I've been in the trades for over 50 years. I specialize in concrete and foundation repair. I started in the construction business in college. I enjoyed working with my hands. Ma said if I didn't finish college I would be digging ditches at 70. She was right. I have two boys in the trades. I have been with Denise for years and years.

When did you become a landlord and what led you into it?

My complete knowledge of remodeling and deals on property. Easy money in the 70's and 80's.

How much of what you do is construction and how much is remodeling?

Hard to say. It's not worth flipping them anymore, just collect them. May be 50-50.

What do you like best about being a landlord?

I believe I'm building equity. Hope I can slow down someday.

What do you like least about being a landlord?

Vacancies

Strange or funny stories?

I like embarrassing dead beat tenants by exposing their b.s.

Clubs or Organizations or any other affiliations you are involved in?

Both the Rockford and Chicago BMW Motorcycle Clubs, International Concrete Repair Institute, Better Business Bureau

Pet Peeves?

Vacancies -- Dragging the carpet machine up and down stairs -- people who shouldn't be in the investment business and have ruined it for everyone else.

It seems you have property in quite a few areas. How do you manage to keep up with all of them?

Drive and ride -- It's not that bad. The areas I'm in are decent, not much turnover. Choose tenants carefully.

Of all the cities, which do you feel is the best run and why? What would you change if you could?

They are all about the same. Probably the water bill. For example: Sycamore - \$900.00 average, Belvidere - \$250.00 average

Your best advice for new landlords:

Everybody fills out an application. Charge a minimum of \$30.00 per adult, keep track of where they work, and check every 4-6 months in case you have to garnish wages.

Anything else you would like to add?

1. Check credit
2. Check all references
3. Check job security
4. Don't be afraid to say no if you think these puppies are looking for a home. You don't want them or their hard luck stories. Stick to your guns!
5. If you don't have your money by the 5th, charge \$3.00 per day. Be careful on rent increases.

I have 12 training certificates from concrete repair material suppliers.

I love being with other people and having a good time just being with my friends.

STILL LOVING IT ALL AT 70.

STAN

reprinted from May 2014

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Evictions

<http://www.winnebago sheriff.com>

The first step towards obtaining an eviction is to have a "Landlord's Notice". There are various types of landlord notices depending on the particular situation. The Winnebago County Law Library has self-help manuals available that can explain the different types of notices and what steps must be taken in the eviction process.

Once the Sheriff's Office receives the signed sealed Order from the Judge, a date and time can be set for Sheriff's personnel to meet the plaintiff at the eviction address. The Sheriff's Office will set the eviction date within three (3) business days after your possession date. This date can be set further out if requested since the eviction order is valid for one hundred-twenty (120) days from the date it is signed by the Judge. The Sheriff's role at the eviction address is to enforce the Order and keep the peace.

The plaintiff is responsible for the manpower along with things like garbage bags and boxes that may be necessary to move the possessions to the nearest public property (normally the curb).

Fees for Service of Civil Papers

\$18.50 per service plus \$1.00 per mile

Sheriff's fee for serving or attempting to serve an order of judgment for the possession of real estate in an action of ejectment or in any other action, or for restitution in an action of forcible entry and detainer without aid in the County are as follows:

\$74.00 Fee for restoring possession
\$ 5.00 Return
\$79.00**

Fee payable in advance, prior to scheduling.

** Mileage will be charged and added to the total, from the place of holding court to the place of residence of the defendant or witness, \$.50 per mile each way.

If an eviction is cancelled by notifying the Sheriff's Civil Process no less than one hour prior to the date and time set, a \$5.00 non-refundable fee will be charged and the remaining eviction order fees will be refunded.

All requests for service shall be paid in advance.
Checks payable to the Winnebago County Sheriff.

If you have any questions regarding the eviction process or fee schedule; or to cancel an eviction please call 815-319-6150.

Illinois Tenant Screening

<https://www.rentprep.com/screening-services/illinois-tenant-screening/>

by Eric Worrall (visit website to access referenced resources)

When it comes to Illinois tenant screening, there are some things that are not done anywhere else, while other aspects reflect similar practices across the country. That is the reasons why this article covers some of the biggest questions that landlords have about how to get outstanding tenants into a rental property.

Landlords that want to learn more about Illinois tenant screening should pay attention because in this post, you will learn more about:

- Illinois tenant screening laws
- Where to get free screening resources
- How the screening process actually works
- What you need to do to pick the best tenant screening service

Illinois Tenant Screening Laws

If you want to make sure you are compliant with all the laws that Illinois has in place regarding tenant screening and beyond, take some time to learn where and how things differ from some of the other states.

Here are just a few of the Illinois tenant screening laws:

- Illinois law doesn't set a limit on how much landlords can charge for application fees
- The application fee is non-refundable
- There's no limit to the amount that a landlord can charge for a security deposit

Remember that an application fee is never considered a part of the security deposit, which is refundable, minus deductions for damage and unpaid rent. If you want to provide a refund of the application fee for any reason, you can do that.

NIBBLE

Wife: "When we were younger you used to nibble on my ear."

Husband: "Excuse me, I'll be right back."

Wife: "Where are you going?"

Husband: "I'm going to get my teeth."

Never Make This Screening Mistake

Before you can do any kind of background check on an applicant, you must get a signed consent form. Without it, you won't be able to investigate the applicant's rental history, employment confirmation and more.

Be sure your rental application form has a specific section that requests a signed consent from the applicant so that you can legally run a background check.

First of all, make sure you point out that the application fee is non-refundable. Most applicants will ask about it.

Most of all, make sure that you get the signature of the applicant that grants consent to run a background check, as indicated by the second red arrow.

There are plenty of resources available for you as an Illinois landlord, and we are here to help you access them all.

Resources for Tenant Screening in Illinois:

These free forms and informative posts are among the best resources that will help you find a great tenant for your rental property.

- Rental Application PDF – Have every prospective tenant fill out this rental application.*
- Move-In Move-Out checklist – This is helpful for after the tenant screening process to make sure you document the condition of the rental
- Rental Lease Agreement – Once you've decided on a tenant you'll want to draw up a lease. This editable doc is a good starting place.
- Summary of Your Rights Under the FCRA – Our screeners here at RentPrep are FCRA certified to ensure compliance on your screening report
- Illinois Tenants Guide – From the Illinois Attorney General's Office
- [Illinois Landlord-Tenant Statute and Codes](#) – An in-depth look at the landlord-tenant regulations and rules enforced by the state of Illinois.

*Here's a good tip for you to use in all your rental applications—a "No Blank Space" policy. This means that you don't accept any rental applications that have a blank space. Often, applicants with something about their past they want to hide will leave blank spaces on the application. Consequently, if you don't accept rental applications with blank spaces across the board, no

matter who submits them, you could be saving yourself a lot of trouble.

Illinois Tenant Screening Process

Every landlord should create a list of screening criteria for each rental property. This is a list of must have features that you want in your ideal applicant. Especially relevant is to write the list down so you can apply it consistently to all applicants.

Your Illinois tenant screening criteria might include things like this:

- Absolutely no previous evictions
- Never rent to smokers
- No violent crimes
- Pet restrictions or no pets
- Must earn at least three times the monthly rent

Your list can contain many things, but it cannot discriminate the protected classes as outlined by HUD and the Fair Housing Act. It's never OK for your criteria, marketing, or screening process to discriminate. For more details, please visit hud.gov.

So, you can protect yourself from a discrimination lawsuit from a denied applicant or government agency by writing down and applying your tenant screening criteria to every application you get.

Always make the effort to be very consistent when screening your tenants. Never make exceptions or change up your criteria when screening, not even for a case-by-case scenario. That's because such actions might be seen as discrimination and you could get in a lot of legal trouble.

Remember that the tenant screening process remains mostly the same across the country, but Illinois landlords definitely need to remember details like this:

Some municipalities in the state, like Chicago, have laws that differ from the state, and are often more strict.

There's no limit to how much a landlord can collect in either application fees or in security deposits, but these fees must be reasonable.

All fees should be consistent with all applicants, because charging different rates for various applicants could be seen as discrimination.

Again, we suggest reading this guide for details on Illinois law.

WOMEN

The way to fight a woman is with your hat.
Grab it an run.

Tenant Screening 101

We've put together a tenant screening tutorial that walks you through every step of the tenant screening process.

This will show you how to skip costly mistakes and spot common red flags.

Read our guide to learn how to screen tenants.

Selecting a Screening Service

By now, you should have gathered up a few applications that you feel pretty good about and that meet your criteria. Now it's time to run a background check. But how?

At the most basic level, a thorough background check should include the following:

- Eviction history
- Bankruptcy history
- Judgments and/or liens
- Previous addresses

Never, ever rent to a tenant without a background check. It's a big mistake to trust your gut feelings when it comes to choosing a tenant. With rare exception, it will end up badly for you

LONELY HEARTS CLUB

A man sent his picture to a Lonely Hearts Club.
The reply came back, "We're not that lonely."

PARTING

Two partners had come to the parting of their ways over social and business differences.

"You stole my accounts," shouted one. "You crook!"

"And you stole my wife!" shouted the other.
"You horse thief!"

GROCERY MONEY

Husband: "What have you been doing with all the grocery money I gave you?"

Wife: Turn sideways and look in the mirror."

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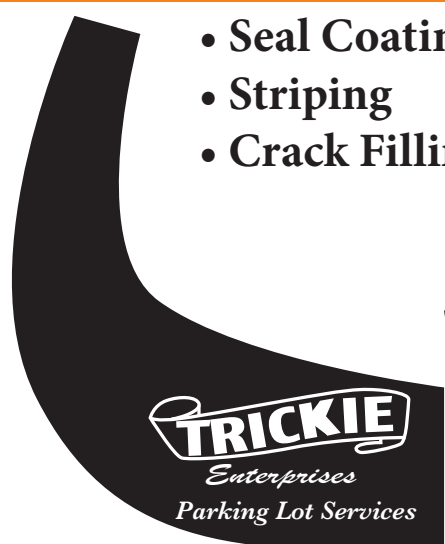
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October Meeting



▲ Vendor Charles (Chip) Block from Rockford Detective Agency



▲ Jeff Sturtecky and Larry Mills lead the discussion at the October meeting "Elements of the Lease"



▲ Julie Coffey Sales Manager for All seasons Carpet Cleaning



Members pack the room at the October meeting ▲

GRUMPY

Marriage counselor to female client: "Maybe your problem is that you've been waking up grumpy in the morning."

Client: "No, I always let him sleep."



EVICCTIONS

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Fees for Service of Civil Papers
\$18.50 per service plus \$1.00 per mile

Fees for Enforcement of an Eviction Order
EFFECTIVE AUGUST 1, 2011

Sheriff's fee for serving or attempting to serve an order of judgment for the possession of real estate in an action of ejectment or in any other action, or for restitution in an action of forcible entry and detainer without aid in the County are as follows:

\$74.00 Fee for restoring possession
\$ 5.00 Return
\$79.00**

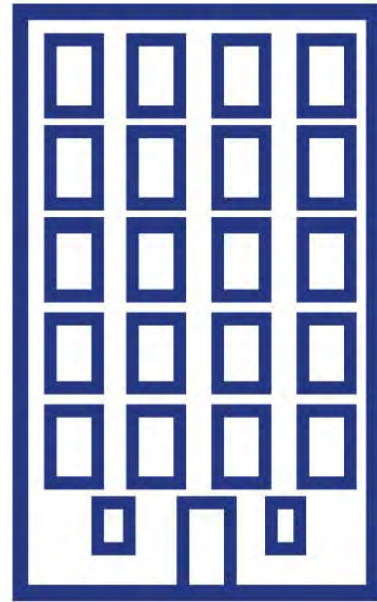
Fee payable in advance, prior to scheduling.

**Mileage will be charged and added to the total, from the place of holding court to the place of residence of the defendant or witness, \$.50 per mile each way. Additional Civil Process Fee Information

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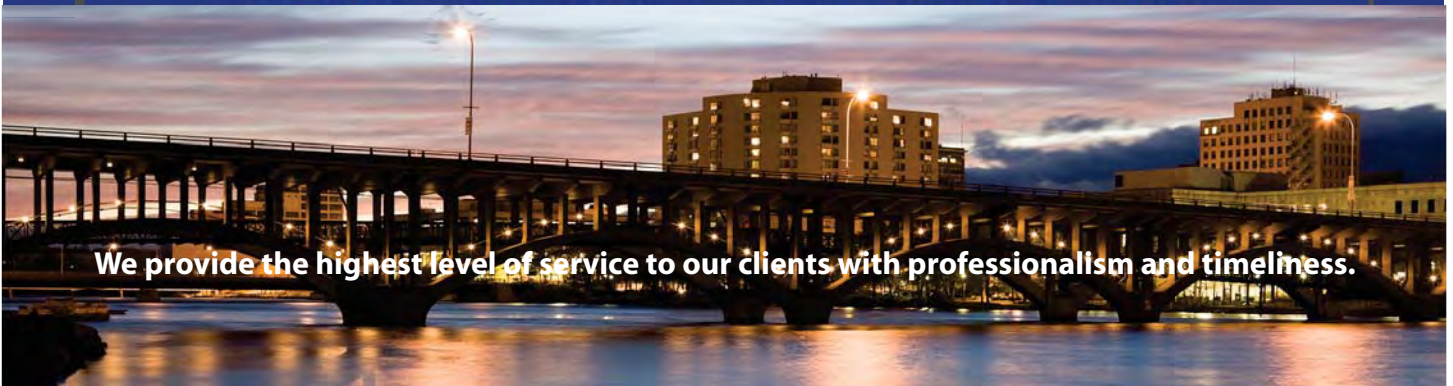
All requests for service shall be paid in advance.
Make checks payable to the Winnebago County Sheriff.

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Paul Arena 815-243-2924

Board Legal Counsel, Tom Wartowski

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Rockford Apartment Association Code of Ethics

We, the members of the RAA, recognizing our duty to the public and the intimate nature of the relationship between the apartment resident and the owner, or manager, and being aware of the vastly increasing role of the apartment industry in providing the home of the future, and in order to provide the apartment-residing public with the maximum in quality and service upon the highest standards of honest and integrity, do hereby bind ourselves, with each and every member, together and alone, agreeing that, so long as we remain members of the RAA and so long as nothing contained herein shall be unlawful, we shall:

- Promote, employ and maintain a high standard of integrity in the performance of all rental obligations and services in the operation of our apartment communities.
- Maintain and operate our apartment communities in accordance with fair and honorable standards of competition, ever mindful of the purposes of the Rockford Apartment Association and in compliance with the bylaws thereof.
- Strive continually to promote the education and fraternity of the membership and to promote the progress and dignity of the apartment industry in creating a better image of itself in order that the public may be better served.
- Seek to provide better values, so that an even greater share of the public may enjoy the many benefits of apartment living.
- Establish high ethical standards of conduct within the apartment industry in the business relationship between the owner, managers and suppliers of products and services to the apartment industry.
- Maintain property standards of the appropriate governmental authority.
- Ensure that every qualified individual, regardless of that individual's race, color, religion, gender, disability, familial status or national origin is afforded the same opportunity to rent an apartment and enjoy the benefits of apartment living.

Financial statement available upon request to members in good standing.

The content and opinions expressed in the RAA newsletter do not necessarily reflect the views of, nor are they necessarily endorsed by, the Rockford Apartment Association or its board.