



 312.803.4900
 312.803.4905
 @ChicagoREALTORS
 www.ChicagoREALTOR.com

Internal Processing Document for Residential Rentals/Compliance with Cook County Just Housing Amendment

Tenant Selection Criteria Provided¹ Date Completed: _____

Cook County's Applicant Rights Provided Date Completed: _____

Collect Application and fee Date Completed: _____

Step 1: Financials and/or tenant history

Review credit report Date Completed: _____

Review eviction history Date Completed: _____

Review income history Date Completed: _____

Review referrals/recommendations Date Completed: _____

Review of anything unrelated to criminal history; i.e. utility payments Date Completed: _____

After step 1, are you accepting this tenant Yes or No Date Completed: _____

Why? _____

If no, check with your attorney regarding need for Adverse Action Notice Date Completed: _____

Step 2: Review Criminal Conviction History

Provided copy of criminal background check to applicant² Date Completed: _____

Review criminal history Date Completed: _____

Sexual Offense³ Yes or No Date Completed: _____

Conviction within the last three (3) years Yes or No Date Completed: _____

Individualized Assessment Conducted⁴ Yes or No Date Completed: _____

Final decision made by landlord/owner⁵ Date Completed: _____

¹ Consider doing first come first served approach to tenant screening.

² Once the criminal background check occurs, the housing provider must provide the criminal background data obtained to the applicant within five (5) business days.

³ Sexual offenses within a conviction history, regardless of when it occurred, may result in a denial of housing. They include being required to register under the Sex Offender Registration Act (in IL or other jurisdictions) or being subject to a current child sex offender residency restriction.

⁴ If denial for housing is necessary based off past convictions within three (3) years, the applicant will have five (5) business days to dispute any inaccuracies in the criminal history. Attached is a Cook County sample letter to be modified using your company's letterhead.

⁵ A final decision, following the applicant's opportunity to dispute period, must be made within three (3) business days.