

ORDINANCE 2802

**AN ORDINANCE
AMENDING ARTICLE XII OF CHAPTER 10
“BUILDINGS AND BUILDING REGULATION” OF THE RANTOUL CODE
IN CONNECTION WITH A TENANT COMPLAINT PROCESS**

**VILLAGE OF RANTOUL
CHAMPAIGN COUNTY, ILLINOIS**

CERTIFICATE OF PUBLICATION

Published in pamphlet form this 9th day of September, 2025, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.





Deputy Village Clerk

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AMENDING ARTICLE XII OF CHAPTER 10
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IN CONNECTION WITH A TENANT COMPLAINT PROCESS**

WHEREAS, Article XII of Chapter 10 of the Village Code contains regulations governing property maintenance within the Village; and,

WHEREAS, certain regulations govern rental properties within the Village; and,

WHEREAS, Article XII does not contain specific provisions concerning a process for tenants to submit complaints of alleged violations of Village Codes; and

WHEREAS, the Village Board desires to amend Article XII to provide a process for tenant complaints alleging violations of Village Codes.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. Amendment. That ARTICLE XII, entitled “Property Maintenance Code”, of CHAPTER 10, entitled “Buildings and Building Regulation”, be and the same is hereby amended to create Division 3 as follows:

DIVISION 3. – TENANT COMPLAINTS AND PROCEDURE

Sec. 10-418. Purpose.

The purpose of this Division is to protect, promote, and preserve the public health, safety, and general welfare by codifying a process involving tenant complaints alleging a violation or violations of the Village’s Property Maintenance Code.

Sec. 10-419. Authority.

The Village Inspector or other Code Enforcement Officer of the Village shall have the authority to inspect the exterior and interior of any rental dwelling upon the filing of a complaint alleging a violation or violations of the Village’s Property Maintenance Code.

Sec. 10-420. Tenant Complaint.

(A) A tenant may file a complaint with the Village alleging a violation of the Village’s Property Maintenance Code that the tenant knows or reasonably believes exists concerning the interior, the exterior, or both of the rental dwelling the tenant occupies, and which negatively impacts the habitability of the dwelling or safety of the tenant. The tenant may use the form provided by the Village on the Village’s website, or by meeting with the Village Inspector.

For purposes of this Division, the term “habitability” shall mean a dwelling that is fit for human occupation, and is free from serious defects that may pose a risk to the health, safety, and wellbeing of the residents.

(B) Tenant complaints shall include the following:

- (1) Tenant’s full name.
- (2) The address of the rental dwelling.
- (3) Tenant’s telephone number.
- (4) Tenant’s e-mail address, if any.
- (5) A reasonably detailed description of the condition which Tenant believes to be a violation of the Village’s Property Maintenance Code, including the location of the condition at or within the rental dwelling.
- (6) The name of the Owner; and, the name of the Manager, if any.
- (7) Any other information the Tenant believes would assist the Village in addressing the complaint.
- (8) A statement as to whether the Owner has given the Tenant a lease violation notice, or a notice to quit (e.g., a five-day, ten-day, or thirty-day notice), or served a complaint and summons for eviction, and the date on which the Tenant received the notice or summons.
- (9) An acknowledgement that the Tenant’s signature grants consent for the Village Inspector or Code Enforcement Officer to enter upon the property and inside the rental dwelling in order to investigate the complaint.
- (10) The tenant shall sign the complaint and provide the date upon which the complaint was submitted to the Village.

(C) The Owner, or their representative, that is the subject of a Tenant complaint shall not in any way take any punitive or retaliatory action against the Tenant for the Tenant’s submission of a complaint to the Village regarding the rental dwelling.

(D) Punitive action taken by the Owner, or their representative, after the date the Tenant submitted the complaint to the Village shall be deemed prima facie evidence that the Owner retaliated against the Tenant for submitting their complaint to the Village.

(E) Nothing in the subsection above shall be deemed or construed as prohibiting an Owner from giving a Tenant a lawful notice concerning the lease, or serving the Tenant with a lawful eviction complaint and summons. Notwithstanding anything herein to the contrary, the Owner may still be subject to a penalty if it is determined that the Owner took such action in retaliation for a tenant submitting a tenant complaint concerning the rental dwelling to the Village.

Sec. 10-421. Inspection.

(A) Upon receipt of a Tenant complaint, the Village Inspector or other Code Enforcement Officer shall contact the Tenant to arrange a mutually acceptable date and time when the Inspector or Officer can inspect the rental dwelling, and the property on which it is located

to determine whether a violation or violations of the Village's Property Maintenance Code, as described in the Tenant's complaint, exist, and the nature and severity of such alleged violation or violations. The Village Inspector or other Code Enforcement Official may identify any one or more additional violations of the Village's Property Maintenance Code during the inspection, regardless of whether they are set forth in the Tenant complaint.

- (B) If the complaint alleges life-safety violations, the Inspector or Code Enforcement Officer shall schedule the inspection within two (2) to four (4) days from the date the complaint is submitted to the Village. If the complaint alleges violations which are not life-safety violations, the Inspector or Code Enforcement Officer shall schedule the inspection within seven (7) to ten (10) days from the complaint being submitted to the Village.
- (C) Upon completion of the inspection, the Village Inspector or Code Enforcement Officer shall prepare a report of the findings made during the inspection. The report shall include:
- (1) The address of the rental dwelling.
 - (2) Whether any violation of the Village's Property Maintenance Code was found during the inspection.
 - (3) A reasonably detailed description of each Code violation found and its location on the property or in the dwelling.
 - (4) A quotation or summary of the Ordinance provision pertaining to each violation, and a reference to the code section violated.
 - (5) One or more pictures of each violation found during the inspection.
 - (6) The time period by which the Owner shall have corrected or abated each violation. The time period provided may be based upon the nature and extent of the violation.
 - (7) A date when the Village Inspector or Code Enforcement Officer shall return to the rental dwelling for a re-inspection to determine if each violation has been corrected or abated.
 - (8) A statement that failure to correct or abate each of the violations within their respective time periods may result in the Village instituting legal proceedings to compel correction or abatement.
 - (9) If the Village Inspector or Code Enforcement Officer does not observe or identify any violation of the Village's Property Maintenance Code, the report shall so state.
 - (10) The inspection report shall be signed and dated by the Inspector or Code Enforcement Officer who conducted the inspection.
- (D) The inspection report shall be provided to the Owner by first-class mail, e-mail, or personally delivered. A copy of the report shall be provided to the Tenant, if the Tenant is still occupying the rental dwelling, by first class mail, e-mail, or personally delivered. The inspection report shall be provided to the Owner and Tenant within five business days from the date of the inspection.

Sec. 10-422. Follow-up Inspection.

If, upon re-inspection, the Village Inspector or Code Enforcement Officer determines that the Owner failed to abate one or more violations described in the initial inspection report, the Village shall institute legal proceedings to compel the correction or abatement of the violations.

Sec. 10-423. Dismissal of Complaint

(A) If it is determined that the Tenant was served with a five-day, ten-day, or thirty-day notice to quit or otherwise terminate the lease prior to the tenant submitting a complaint to the Village regarding one or more conditions at or in the rental dwelling, the Village shall dismiss the Tenant complaint, and not proceed with any inspection.

(B) If at any time the Tenant refuses to allow the Village Inspector or Code Enforcement Officer to inspect the rental dwelling that is the subject of the Tenant's complaint, the Village shall dismiss the complaint, and not proceed with any inspection.

Sec. 10-424. Owner

Owners of rental dwellings shall be responsible for all violations of the Village's Property Maintenance Code that occur at or in their rental dwellings regardless of whether the violation was caused by the Tenant. All disputes between the Owner and Tenant regarding responsibility for the violation or violations shall be deemed a matter to be resolved between the Owner and Tenant.

Section 2. Effective Date. The provisions of this Ordinance shall become effective upon its passage, approval, and publication as required by law.

Section 3. Conflict. All Ordinances or parts of Ordinances which are in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby superseded.

Section 4. Publication. The Village Clerk is hereby authorized and directed to cause this Ordinance to be published in pamphlet form.

This Ordinance is hereby passed, the "ayes" and "nays" being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office on the date set forth below.

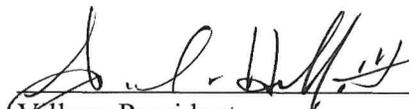
PASSED this 9th day of September, 2025.



Deputy Village Clerk

APPROVED this 9th day of September, 2025.





Village President