



## WHO WE ARE

Open Communities is a leading voice for housing, economic and social justice in north suburban Chicago, working to promote inclusive communities that are welcoming to all.

### Step 1:

Contact the landlord and/or management company and request the repairs. On the lease, there should be contact information for the person responsible for repairs. If calling, make sure to document the date and time of the call. If writing a letter or filling out a repair card, make sure to keep a copy.

### Step 2:

If the landlord ignores the request, send a certified letter (return receipt) to the landlord and/or management company's last known address. Detail the list of repairs needing to be made and cost estimates for the repairs. State your intention to make the repairs and deduct the cost from the rent if repairs are not made within 14 days of the receipt of the letter.

### Step 3:

After 14 days have elapsed, have the work completed by a licensed professional not related to the tenant. Make a copy of the work receipt and provide it to the landlord and/or management company. Also provide contact information for the workman along with the receipt.

### Step 4:

Deduct the cost of the repairs from the rent.

#### Note:

- This procedure is outlined in Illinois State Law (765 ILCS 742/)
- The cost of the repairs must not exceed the lesser of \$500 or one half month rent.
- In the case of an emergency, the tenant does not have to wait 14 days and may enact the repair in a timely fashion.
- Exemptions: Owner occupied units containing six or less units; Public Housing; Condominiums; Coops; Mobile Homes.