Landlord's Desk

# Illinois Lease Kit

An Illinois residential lease with the Illinois rider, written for the 2027 fee rules, plus the attachments that go with it.

## What's inside

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| **Page 1: summary and fee disclosure** | Parties, rent, deposit, and every fee the tenant must pay, on one page. |
| **Lease terms (sections 1 to 26)** | Rent, deposit, fees, repairs, entry, pets, ending early, notices, signatures. |
| **Rider C: Illinois** | State deposit deadlines, late-fee rule, 30-day notices, local-ordinance check. |
| **Attachments** | Deposit receipt, lead paint, radon, flood, shared utilities, condition report. |
| **Three ways to fill it** | Fillable PDF (type, tick boxes, pick from drop-downs), Word, or print and fill by hand. |

## Put the package together in this order

1. Summary of Rights for Safer Homes: the official Illinois Department of Human Rights form (dhr.illinois.gov/safer-homes). It goes first, before page 1. Don't retype or edit it; each tenant signs every page.
2. Lease page 1, then the lease terms and signature page.
3. Rider C: Illinois.
4. The attachments that apply to your unit, plus the official documents: any summary or disclosure a local ordinance requires (Rider C1), the IEMA "Radon Guide for Tenants" with the state radon disclosure form (every lease), and the EPA lead pamphlet for buildings built before 1978.

## Using the fillable PDF

- ✓ Open it in Adobe Acrobat Reader (free), Chrome or Edge for every feature. Mac Preview fills it too, but won't do the math.
- ✓ Click a shaded field to type. Fields with a list (due day, fee type, frequency, smoking policy, signer title) also take your own answer.
- ✓ Type the owner, tenants and address once. The same details fill in on the rider and attachments.
- ✓ Total monthly cost adds itself up: rent plus every fee marked Monthly.
- ✓ Hover over any field for a tip. Save a copy, then send it for signature or print it.

## Filling in page 1

- ✓ List every fee the tenant must pay in the fee table, and nowhere else. A fee that isn't on page 1 isn't owed. Add rows if you need them, but keep every row on page 1.
- ✓ The late fee, returned-payment fee and early-termination charge go in the second table, "Charges that apply only if something happens". They don't count toward the total monthly cost.
- ✓ Outside Chicago and suburban Cook, state law sets no dollar cap, but the late fee must be a reasonable estimate of your cost, not a penalty (Rider C3), and a local ordinance may set a limit. One late fee per month, no daily fees.
- ✓ Name the bank or credit union holding the deposit. Itemize deductions within 30 days and return the rest within 45 days (Rider C2), whatever the building size.
- ✓ Leave out fees for renewals, notices, repair requests, routine maintenance, walk-throughs and pest work the tenant didn't cause. Section 6.2 lists them.
- ✓ Pet rent and pet fees go on page 1. A pet deposit is added to the security deposit.

## The rest of the lease

- ✓ Section 3.2: the mailed check or money order option always stays, with no fee. Any address that accepts mailed checks works; cash isn't required.
- ✓ Section 1.3 guest days: use 14 or more.
- ✓ Section 8.3 smoking: pick one, covering tobacco and cannabis. No smoking anywhere on the property; no smoking in the unit or common areas except a designated outdoor area; or smoking permitted in the unit.
- ✓ Section 16 renters insurance: check one of the three options. If you require it, $100,000 of liability coverage is common. You can't pick the tenant's insurer.
- ✓ Section 19 early termination: optional. If you offer it, two months' rent or less is a common, defensible charge.
- ✓ Signatures: one tenant block per adult tenant. A manager can sign for the owner if the owner has authorized it in writing; check the agent line.

## Before you sign

- ✓ Check the boxes in section 25 for every attachment you include, and have the tenant initial page 1 and the rider. The radon form and pamphlet go with every lease.
- ✓ Give the tenant a complete signed copy within 14 days (section 23.4). Same day is better.
- ✓ Use this kit for Illinois units outside Chicago and outside suburban Cook RTLO coverage. Ask whether the town has its own landlord-tenant ordinance (Urbana and DeKalb do, and so do Evanston, Mount Prospect and Oak Park) and attach it under C1.

Not legal advice. This kit is a general form and doesn't cover every situation; laws change. For your specific situation, talk to a local landlord attorney.


### Keep every lease, deposit and disclosure in one place

Landlord's Desk is property-management software for independent landlords. You approve every change before it goes out.

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