**Internal Processing Document for Residential Rentals**

**Compliance with Cook County Just Housing Amendment**

Tenant Selection Criteria Provided[[1]](#footnote-1) 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?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 applicant[[2]](#footnote-2) Date Completed: \_\_\_\_\_\_\_

Review criminal history Date Completed: \_\_\_\_\_\_\_

Sexual Offense[[3]](#footnote-3) Yes or No Date Completed: \_\_\_\_\_\_\_

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

Individualized Assessment Conducted[[4]](#footnote-4) Yes or No Date Completed: \_\_\_\_\_\_\_

Final decision made by landlord/owner[[5]](#footnote-5) Date Completed: \_\_\_\_\_\_\_

1. Consider doing first come first served approach to tenant screening [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
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.

   [↑](#footnote-ref-3)
4. If denial for housing is necessary based of 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. [↑](#footnote-ref-4)
5. A final decision, following the applicant’s opportunity to dispute period, must be made within three (3) business days. [↑](#footnote-ref-5)