

House Share Quick Reference Guide

Getting Started:

To begin the shared housing registration process in the City of Chicago, potential hosts should become familiar with the following:

1. **Consider** reviewing these items below to help determine your eligibility to participate in the shared housing program prior to starting this process
 - a. [Prohibited Buildings List](#)
 - b. [Additional Dwelling Units](#)
 - c. [Problem Landlord List](#)
2. **Create** an account by accessing the [Chicago Shared Housing Registration Portal](#)
3. **Verify** your personal identity by providing proof from the list of approved document types (see additional attached file)
4. **Submit** your shared housing registration application *after* your identity information has been provided
5. **List** approved units that have valid registration or license number on licensed short-term rental intermediary platforms

Important House Share Eligibility Factors:

Listed below are some of the important factors that may determine if either a host or a property will be eligible for short-term rental registration in the City of Chicago. Additional information regarding eligibility can be found in the [Shared Housing Ordinance](#).

Factor	Host	Unit/Property
Outstanding Shared Housing-Related City Debt	✓	
Requirement to obtain Shared Housing Unit Operator's License	✓	
Primary Residency Verification	✓	
Revoked Registration	✓	✓
Zoning Restrictions		✓
Capacity Limitations		✓
Prohibited Buildings		✓

Important Changes to House Share Processes:

The shared housing registration process flow has changed due to Shared Housing reforms that the City of Chicago voted to approve on September 9, 2020. The most notable change is that shared housing hosts must begin the registration process directly with the City of Chicago. Licensed Short-Term



Residential Intermediaries will no longer accept shared housing applications from hosts who wish to list within the City of Chicago. The grid below captures the most notable process changes.

Action	Process Change?	Before June 1, 2021	June 1, 2021 and later
New Registration Application	YES	Registration application submitted to licensed short-term residential rental Intermediary platforms	Registration applications submitted directly to City of Chicago.
Existing Active Registration	NO (Some Exceptions)	Remains Active – No Action Required	Remains Active – No Action Required. If host registration details change, must register directly with City of Chicago’s BACP Department
Annual Registration Renewal	YES	Renewal applications submitted to platforms where listing is active. No Shared Housing Registration Fee required.	Renewal applications will be submitted directly to the City of Chicago. At the time of renewal, each approved application will result in a \$125 Shared Housing Registration Fee
Commissioner’s Adjustment Application	YES	Shared Housing Commissioner’s Adjustment application is submitted to the City of Chicago after host is notified that their registration application has not been approved. Hosts are allowed to list their unit while the appeal is being processed	Shared Housing Commissioner’s Adjustment application is submitted to the City of Chicago after host is notified that their registration application has not been approved. Hosts are NOT allowed to list their unit while the appeal is being processed
House Share Appeal Application	YES	Shared Housing appeals application is submitted to the City of Chicago after host is notified that their registration application has not been approved. Hosts are allowed to list their unit while the appeal is being processed.	Shared Housing appeals application is submitted to the City of Chicago after host is notified that their registration application has not been approved. Hosts are NOT allowed to list their unit while the appeal is being processed.
Vacation Rental License Application	NO	Application Is submitted directly to the City of Chicago’s Business Affairs and Consumer Protection (BACP) Department	Application Is submitted directly to the City of Chicago’s Business Affairs and Consumer Protection (BACP) Department
Annual House Share Registration Fee	YES	No Fee Required	\$125/per approved house share registration - fee paid annually



Shared Housing Unit Operator's License	NO	Required for host with more than one approved shared housing registration. Must apply directly with the City of Chicago	Required for host with more than one approved shared housing registration and must apply directly with the City of Chicago.
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Important Contacts:

We have provided contact information for issues or questions that you may encounter during the shared housing registration process

Issue	Contact
Issues with House Share Registration Applications	Email houseshares@cityofchicago.org
Technical issues with the Shared Housing Registration Portal	Email hstechissues@cityofchicago.org
Questions regarding Shared Housing Related Debt	Contact City of Chicago's Finance Department at: (312) 742-3317