



COMPLIANCE CHECKLIST – COOK COUNTY JUST HOUSING AMENDMENT  
[CHECKLIST TO BE USED BY BROKER AND THEIR CLIENT/CUSTOMER]

PREREQUISITES – TO BE COMPLETED PRIOR TO ACCEPTING APPLICATION FEE

- Tenant Selection Criteria Provided to Tenant<sup>1</sup> Date Completed: \_\_\_\_\_
- Cook County’s Applicant Rights Provided to Tenant Date Completed: \_\_\_\_\_
- Copy or [Link to Just Housing Amendment](#) Provided to Tenant Date Completed: \_\_\_\_\_
- Application and Fee Collected by Landlord Date Completed: \_\_\_\_\_

STEP 1: FINANCIALS AND/OR TENANT HISTORY

*A landlord may screen a tenant to determine whether the tenant satisfies all the application criteria such as income, rental history, credit score, pets, etc. Criminal background checks cannot be performed during this step.*

- Review Credit Report. Date Completed: \_\_\_\_\_
- Review Eviction History. Date Completed: \_\_\_\_\_
- Review Income History. (NOTE: Source of Income is a protected class.) 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: \_\_\_\_\_
- If no, why? [NOTE: Denial cannot be based on criminal history.] \_\_\_\_\_

\_\_\_\_\_

If related to credit, Adverse Action Notice provided to tenant.<sup>2</sup> Date Completed: \_\_\_\_\_

STEP 2: REVIEW CRIMINAL CONVICTION HISTORY

*Only after the landlord prequalifies and approves an applicant may a landlord conduct a criminal background check.*

- Landlord waived Step 2. Date Completed: \_\_\_\_\_
- Provided copy of criminal background check to applicant.<sup>3</sup> Date Completed: \_\_\_\_\_
- Review criminal history. Date Completed: \_\_\_\_\_
- Sexual Offense.<sup>4</sup> Yes or No Date Completed: \_\_\_\_\_
- Conviction within the last three (3) years. Yes or No Date Completed: \_\_\_\_\_
- Individualized Assessment Conducted.<sup>5</sup> Yes or No Date Completed: \_\_\_\_\_
- Final decision made by landlord/owner.<sup>6</sup> Date Completed: \_\_\_\_\_

<sup>1</sup> Consider doing first come first serve approach to tenant screening.

<sup>2</sup> [Link to Adverse Action](#) information

<sup>3</sup> Once the criminal background check occurs, the housing provider must provide the criminal background data obtained to the applicant within five (5) business days.

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> A final decision, following the applicant’s opportunity to dispute period, must be made within three (3) business days.