




# SHARED HOUSING REGISTRATION

## FREQUENTLY ASKED QUESTIONS

### What is Shared Housing?

Shared Housing is the rental of a residential dwelling unit on a short-term basis (31 days or fewer), typically operated on an internet-based intermediary platform, like Airbnb or Vrbo. Units that are exclusively rented for 32 days or more are not Shared Housing units and do not require a registration number.

### What is a Shared Housing registration number?

Hosts must obtain a registration number from the Department of Business Affairs and Consumer Protection (BACP) for each Shared Housing unit listed on an internet-based intermediary platform to comply with the Shared Housing ordinance. Operating a Shared Housing unit without an approved registration number is noncompliant and may result in citations and fines.

### How do I apply for a registration number?

Visit the Shared Housing website at [Chicago.gov/SharedHousing](http://Chicago.gov/SharedHousing) to access the Shared Housing Registration Portal to create an account and apply for a registration number. All applications must be submitted through the portal.

### How much does a registration number cost?

The registration fee is \$125 per Shared Housing unit. Upon approval, the applicant will be notified to pay the \$125 registration fee via the Shared Housing Registration Portal. Registration numbers are valid for one year and must be renewed annually for \$125 each year.

### What are common eligibility criteria to be approved for a registration number?

- Must be a dwelling unit with six or fewer sleeping rooms
- Must not be located in a Restricted Residential Zone (RRZ), nor on the Prohibited Buildings List (PBL), Scofflaw List, Problem Landlord list (PLL)
- Cannot list units if rental agreement or HOA prohibit short-term Shared Housing
- Maximum number of rental units allowed per building and primary residency requirements are determined by the following:

SINGLE FAMILY HOME	BUILDING WITH 2-4 UNITS	BUILDING WITH 5+ UNITS
Unit must be primary residence	Unit must be primary residence	Unit does not need to be primary residence
Maximum 1 active rental	Maximum 1 active rental	Maximum of one-quarter of total number of dwelling units or 6 rental units, whichever is less.

### I've been approved for a registration number. What do I do now?

After the host has made the registration fee payment, BACP will issue a registration number. The host must include this registration number in the specified field on the intermediary platform's website. The registration number is required to be visible on all listings.

### I've been denied for a registration number. What do I do now?

The reason for denial will be included in the denial communication that BACP sends to the host. The host can appeal the decision within 10 calendar days of the date listed on their denial notice.