



SHARED HOUSING UNIT OPERATOR LICENSE

FREQUENTLY ASKED QUESTIONS

What is a Shared Housing Unit Operator?

A “Shared Housing Unit Operator” is an owner or operator of **two or more** Shared Housing units that are rented to guests through an internet-based intermediary platform.

Who needs to obtain a Shared Housing Unit Operator License (SHUOL)?

Any host who is operating more than one Shared Housing unit, must obtain the SHUOL. In other words, a host who has two or more Shared Housing registration numbers, must have the SHUOL; a Shared Housing host with only one registration number, does not require a SHUOL.

What is the difference between a SHUOL and a Shared Housing registration number?

The **SHUOL** allows the host/licensee to operate more than one Shared Housing unit. Only one SHUOL is required to operate more than one unit regardless of the total number of units listed. A **Shared Housing Registration Number** is issued for each approved Shared Housing unit allowing the registered unit to be listed on an internet-based intermediary platform. Each Shared Housing unit requires its own approved registration number.

Can I list units for short-term rental using my SHUOL if I don't et have a registration number?

No. Obtaining a SHUOL alone does not constitute approval to list Shared Housing units on an internet-based intermediary platform. The operator must also obtain an approved Shared Housing registration number for the Shared Housing unit to be permitted to list for short-term rental.

Will the SHUOL guarantee the approval for future registration numbers?

Obtaining the SHUOL does not guarantee approval for future registration numbers. Hosts must still apply for individual registrations and go through the eligibility process to obtain a registration number. Having a SHUOL allows the licensee to have more than one registration number upon approval of the registration application.

Where do I apply for the SHUOL?

You can apply online at **Chicago.gov/BusinessDirect** (Chicago Business Direct), or you can visit Chicago City Hall (121 N LaSalle St, room 800) and meet with a Business Consultant to apply.

How much does the SHUOL cost?

The SHUOL costs \$250 and is valid for 2 years. Renewal (with the renewal fee of \$250) is required every two years to maintain the license.