

IMPORTANT — READ FIRST

This cover sheet is **for information purposes ONLY**.

Do **NOT** send this page to your landlord. Only send the attached letter once filled out.

INFORMATION PAGE FOR LANDLORD ENTRY**For Tenants in Suburban Cook County****Who should use this sample landlord entry letter?**

Tenants in the Cook County suburbs (excluding Evanston, Mount Prospect, and Oak Park) whose landlord or landlord's agent entered their rental unit without following the Cook County Residential Tenant and Landlord Ordinance (RTLO).

If you're not sure you are protected by the Cook County RTLO, visit rentervention.com.

What is an unlawful entry?

Under the RLTO (§ 42-808(B)), your landlord may only enter your unit for limited reasons, such as making repairs, inspections, showing the unit, emergencies, or lease compliance checks. Except for emergencies, the landlord must:

- Give at least 2 days' written notice, and
- Enter only at reasonable times (between 8:00 a.m. and 8:00 p.m., unless you request another time).

Any entry without proper notice, for an unpermitted reason, or in a harassing or unreasonable manner may be unlawful.

What do I do with this letter?

- **Option 1: Collaborative Compliance Letter** – Use this if you want to remind your landlord of the RTLO rules and request that they comply moving forward.
- **Option 2: 14-Day Termination Letter** – Use this if the unlawful entry is serious and you want to warn your landlord that you may end your lease if the issue is not fixed within 14 days.

Fill in the blanks, check the boxes that apply, sign it, and give it to your landlord. Keep a copy.

What other options do I have if my landlord doesn't stop?

- Contact a legal services attorney or tenant advocacy group.
- If the entries continue, you may file a case in court to enforce your rights under the RTLO.
- Terminate the lease with the 14-Day letter. However, there are risks involved, so visit <https://help.rentervention.com/article/836-what-happens-after-a-tenant-breaks-a-lease-using-the-cook-county-rtlo>.

Important Note on Retaliation

The RLTO (§42-812) makes it unlawful for your landlord to retaliate against you for exercising your rights. Retaliation includes rent hikes, service cutbacks, refusing to renew your lease, or eviction threats. Actions taken within one year are presumed retaliatory.

Landlord's Name: Neal B. SPCR Ventures, PO 72386, Roselle IL
Landlord's Address: Jose Guillen

Subject: Notice of Unlawful Entry or Harassment – Request for Compliance

Date: 4/27/2026

Sent via: ☒ Email ☒ Text ☐ Mail ☐ Certified Mail

Dear Neal B / SPCR Ventures,

I am a tenant at 103 Burr Oak Lane, A1. 60193 Schaumburg, IL. I am writing to raise concerns about entry into my rental unit. From April 23rd, you or your agent entered my rental unit, or attempted to do so, in a way that does not comply with Cook County law.

Under **RTLO § 42-808(B)**, a landlord may only enter a rental unit for the following reasons:

- To make necessary or agreed repairs, services, decorations, alterations, or improvements;
- To conduct inspections authorized or required by any government agency;
- To show the unit to prospective or actual purchasers, mortgagees, or contractors;
- To show the unit to prospective tenants 60 days or less prior to the lease expiration;
- To determine compliance with the lease;
- In case of emergency.

Except in emergencies, a landlord must give at least two (2) days' written notice and enter only at reasonable times. Reasonable means between 8 AM and 8 PM or a time I expressly request.

This letter concerns one or more of the following violations:

- ☒ Entry without the required written two-day notice;
- ☐ Entry for a reason not permitted under § 42-808;
- ☒ Entry in an unreasonable manner;
- ☐ Repeated requests for entry that amount to harassment.

I respectfully request your cooperation in ensuring that all future entries comply with the notice and purpose requirements under Cook County law.

Legal Remedies

If entries continue to violate the RTLO, I may consider remedies available under §42-808(B)(2):

- An order from the court (injunction);
- Lease termination;
- Recovery of one month's rent or twice the damages sustained, plus attorney's fees.

Protection Against Retaliation

§ 42-812 prohibits landlords from retaliating if a tenant uses their rights. Retaliation can include increasing rent, cutting services, or threatening eviction. If it happens within 1 year, the law assumes it's retaliation, and the tenant may be owed money damages and attorneys' fees.

I hope we can work this out. Please confirm in writing that future entries will follow the RTLO.

Sincerely, 
Jose Guillen
Phone: 6309776253
josemguillengarcia@gmail.com

Landlord's Name:

Landlord's Address:

Subject: 14-Day Notice of Lease Termination – Unlawful Entry

Date: 4/27/2026

Sent via: ☒ Email ☒ Text ☐ Mail ☐ Certified Mail

Dear Neal B / SPCR Ventures,

I am a tenant at 103 Burr Oak Lane, A1. 60193 Schaumburg, IL . I am writing to raise concerns about entry into my rental unit. From April 23rd, you or your agent entered my rental unit, or attempted to do so, in a way that does not comply with Cook County law. The entry was unlawful under the Cook County Residential Tenant and Landlord Ordinance (RTLO) § 42-808(B) because:

- ☒ You did not provide the required two (2) days' written notice.
- ☐ The entry was not for a permitted purpose under the RTLO.
- ☐ The entry was conducted in an unreasonable manner.
- ☒ Repeated entry requests have amounted to harassment.

Notice of Termination

This conduct constitutes a material noncompliance with the rental agreement and with **RTLO § 42-808(B)**. I am giving you this **14-day written notice**. If the unlawful entry conduct is not remedied within 14 days of receiving this letter, my lease will terminate on the 14th day.

If the violation is remedied within the 14-day period, the lease will remain in effect. If not, I will move out within 30 days after the termination date, and you must return my security deposit and any prepaid rent as required by law.

Sincerely,



Jose Guillen
Phone: 6309776253
josemguillengarcia@gmail.com