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# CITY OF CHICAGO

## RULES

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### TRANSMISSION OF SHARED HOUSING REGISTRATION DATA



BY AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION PURSUANT TO SECTIONS 4-13-220(k) AND 4-13-400 OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES REGARDING APPROVAL OF THE ELECTRONIC MEANS OF TRANSMISSION AND TYPES OF DATA TO BE TRANSMITTED FOR SHARED HOUSING REGISTRATION APPLICATIONS ARE ADOPTED HEREIN.

By Order of:

Signed:   
Rosa Escareno,  
Commissioner

Date: 5/27/21

Published: May 28, 2021

Effective: May 28, 2021

**CITY OF CHICAGO**  
**DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION**

**RULES**  
**for**  
**TRANSMISSION OF SHARED HOUSING REGISTRATION DATA**

**1.0 Scope and Purpose:** These rules describe the features and content that a platform’s application program interface (“API”) or other approved electronic means for transmitting and receiving shared housing data and other communications must have and provide, at a minimum, in order to be “approved” within the meaning of Section 4-13-220(k) of the Shared Housing Ordinance.

**2.0 Definitions:** As used in these rules, unless the context clearly indicates otherwise:

“Code” means the Municipal Code of the City of Chicago.

“Commissioner” means the Commissioner of Business Affairs and Consumer Protection or the Commissioner’s designee.

“Department” means the Department of Business Affairs and Consumer Protection.

“Platform” has the meaning ascribed to that term in Section 4-13-100 of the Code.

“Short term residential rental intermediary” or “intermediary” has the meaning ascribed to that term in Section 4-13-100 of the Code.

“Short term residential rental advertising platform” or “advertising platform” has the meaning ascribed to that term in Section 4-13-100 of the Code.

“Shared housing host” has the meaning ascribed to that term in Section 4-14-010 of the Code.

“Shared Housing Ordinance” has the meaning ascribed that term in Section 4-13-100 of the Code.

“Shared housing unit” has the meaning ascribed to that term in Section 4-14-010 of the Code.

**3.0 Transmission of host registration data.** Any short term residential rental intermediary or advertising platform that is activating or publishing a new listing for a shared housing host must provide the Department with the following types of data, at the following frequency, as a means to conclude the registration and activation process:

- (a) *Types of data:* The intermediary or advertising platform shall provide the Department with the following data about each new listing on their platform:
  - i. a unique identification number assigned to the listing by the platform; and
  - ii. the Uniform Resource Locator (URL) or website address, assigned to the listing by the platform, where the shared housing host is listing and advertising the shared housing unit.

The required data shall be submitted in a manner that directly connects the data to the corresponding Department-issued shared housing registration number.

- (b) *Frequency of transmission:* The data required under paragraph (a) of this Rule 3.0 shall be sent to the Department no later than three (3) business days after the intermediary or advertising platform activates or publishes a new listing on its platform and assigns a URL to such listing.
- (c) *Means of transmission:* The data required under paragraph (a) of this Rule 3.0 shall be sent to the Department through the approved application program interface (“API”) or other approved electronic means required by the Department pursuant to Section 4-13-220(k) of the Code.
- (d) *Changes to required data:* If the intermediary or advertising platform makes any change to the data provided to the Department pursuant to paragraph (a) of this Rule 3.0, the intermediary or advertising platform shall update the required data within seven (7) calendar days of any such change. If no change to such data is made, no further transmission of data is required.
- (e) *One-time bulk reporting of required data:* Any intermediary or advertising platform operating in the City of Chicago as of June 1, 2021 shall transmit a one-time bulk reporting of the data required under paragraph (a) of this Rule 3.0 for all current shared housing hosts on their platform. Such transmission needs to be completed on or before June 11, 2021 and take place in accordance with paragraph (c) of this Rule 3.0. Thereafter, any changes to the data required under paragraph (a) of this Rule 3.0 for these specific hosts shall be reported to the Department in accordance with paragraph (d) of this Rule 3.0.

**4.0 Construction of rules.** Nothing in these rules shall be construed to prohibit the Commissioner from promulgating rules, as the Commissioner deems necessary or appropriate, establishing additional minimum requirements that must be met in order for a platform’s

application program interface (API) to be “approved” within the meaning of Section 4-13-220(k) of the Shared Housing Ordinance.