

CHECKLIST · SCHAUMBURG

Moving to Schaumburg Checklist: Your First 90 Days

What to do and in what order, the deadlines, the numbers and where each errand is done. Print it and tick it off.

SHORT ANSWER

If you are subject to the address-reporting requirement, report your new address to USCIS within the first 10 days. In your first week open the ComEd and Nicor Gas accounts (no SSN required) and open water service in your own name: in Schaumburg the tenant does that, on 847-923-4520. There is no trash fee; the village pays for it. Book the license appointment at the Golf Road facility, since driver services are by appointment. Within 30 days handle title and plates (\$316); there is no vehicle sticker. And do not leave the car on the street on your first night.

THE VILLAGE HALL IS IN A TEMPORARY BUILDING

This is the easiest trap for someone arriving in Schaumburg in 2026. The village's old building, the Atcher Municipal Center at 101 Schaumburg Ct., closed on March 13, and a new village hall is being built in its place. In the meantime business runs from the **temporary village hall at 1000 E. Woodfield Rd., Schaumburg, IL 60173**, weekdays 8 a.m. to 5 p.m. Some village pages still carry the old address, and so do directories online. The new building is expected to be finished during 2026, so it is worth confirming the address on the village's own page before you set out.

The first 10 days

TASK	WHERE / HOW
☐ Report your address to USCIS (Form AR-11)	As a general rule required for most people who are not U.S. citizens, green card holders included; holders of A and G visas and Visa Waiver visitors are exempt. Online account or the free AR-11: uscis.gov/addresschange . Moving from Chicago to Schaumburg, or to another apartment in the same complex, still counts.
☐ Form EOIR-33 if you have an immigration court case	Within 5 days: respondentaccess.eoir.justice.gov
☐ If you have ICE check-in obligations	Report the address through the ICE Portal too, within 5 business days of moving: portal.ice.gov
☐ Tell the Secretary of State	If you hold an Illinois license or ID, report the address change to the SOS within 10 days. A USPS change of address does not update the USCIS record.

The first week

TASK	WHERE / HOW
☐ Electricity: ComEd	If you are coming from Chicago this side does not change. A foreign passport, an ITIN and a consular ID are accepted and no SSN is required; two documents are asked for, at least one a government-issued photo ID. Phone 800-334-7661, the same number for outages and downed wires.
☐ Gas: Nicor Gas	This is the clearest change for anyone arriving from Chicago: gas comes from Peoples Gas in the city but from Nicor Gas here, on 888-642-6748. You cannot transfer the old account; you make a new application. If you smell gas, leave the building and call from outside.
☐ Do not expect a municipal electricity program	Schaumburg's program ended in December 2022; Hoffman Estates and Palatine's in September 2023, Hanover Park's in September 2025. So there is no active village program today, and an offer at your door claiming to be "the village rate" is not real. Compare any offer with ComEd's Price to Compare ; you can rescind a new enrollment within 10 days. Complaints: ICC 800-524-0795.
☐ Open water service in your own name	This is the opposite of the Chicago arrangement: the village states that if you are a new tenant you must establish water service by completing the New Water Service Form. Previous balances have to be cleared, so if the previous occupant owes money the account will not open until that is settled. Billing division 847-923-4520, weekdays 8 a.m. to 5 p.m., waterdivision@schaumburg.com . We could not verify whether the form asks for ID, a deposit or an SSN, so call and ask.
☐ You do not have to do anything about trash	The service comes from the village hauler LRS (844-633-3577) and, in the village's own words, the village pays the base cost of the garbage and recycling program. If you moved into an existing home the carts are already there. Put the cart out by 7 a.m. on collection day.
☐ Book the license appointment	1227 E. Golf Rd., weekdays 7:30 a.m. to 5 p.m., Saturday 7:30 to noon. Driver services are by appointment: 312-793-1010 or 800-252-8980. Do not lose the 90 days you have on a foreign license.
☐ School registration	District 54 (K-8): online application, then an appointment at the neighborhood school, 847-357-5103. District 211 (9-12): enrollment happens at the high school, 847-755-6600. One plus two proofs of residence and an original sealed birth certificate ; a hospital certificate is not accepted.
☐ Save 311 to your phone	Schaumburg has a real 311 line: dial 311 inside the village, 847-895-4500 from outside, and the line is staffed 24 hours a day, including weekends and holidays . If you want a written trail, fill in the Customer Service Request form online or text 847-306-9862; the system gives you a tracking number. Non-urgent police matters go through 311 too. In an emergency, 911 (you can also text 911 in the village).
☐ Overnight parking permission	Parking on the street is banned from 2:30 a.m. to 6 a.m. If you have a guest or the car will not fit in the garage, get permission: 311 or the online form. Do not leave the car on the street on your first night.
☐ Library card	The library is not a village department: the Schaumburg Township District Library is a separate library district. Central Library 130 S. Roselle Rd., 847-985-4000; branches in Hoffman Estates (1550 Hassell Rd., 847-885-3511) and Hanover Park (1266 Irving Park Rd., 630-372-7800). The card is free for district residents and a passport is explicitly on the list of accepted ID . No SSN is asked. The village boundary is not what counts, the township boundary is, so check the district map.

TASK	WHERE / HOW
☐ Apply for an SSN (if eligible)	There is no SSA office in Schaumburg. The two nearest are Bloomingdale (230 West Lake Street, (877) 845-1577, about 6 miles) and Mount Prospect (705 North Wheeling Road, (866) 931-8350, about 11 miles). But your ZIP code decides which office serves you: ssa.gov/locator . Waiting 10 days after entry is recommended.

Within 30 days

TASK	WHERE / HOW
☐ Illinois insurance	Minimum \$25,000 / \$50,000 / \$20,000. Driving uninsured costs at least \$500.
☐ Title and plates	SOS, 1227 E. Golf Rd.: title \$165 plus plate \$151 = \$316. There is no vehicle sticker ; the village does not require one.
☐ Emissions test	All of Cook County is covered. Every two years, free, walk-in. A car that has not been tested cannot renew its plate: illinoisairteam.net , 844-258-9071.
☐ I-PASS or Pay By Plate	I-90 runs along the village's northern edge. Pay a missed toll through Pay By Plate within 14 days.
☐ Metra pass and parking	The station is at 2000 S. Springinsguth Rd., in Zone 4. Union Station is \$6.75 one way, \$135 a month. Parking is \$2.00 a day, Passport Parking zone 60193; a monthly permit is \$36. The south lot is in Roselle and runs on a different app , so do not pay through the wrong one.
☐ Cook County Health CareLink	If you have no insurance: ages 19 to 64, uninsured, and resident of Cook County for at least 30 days. The agency states that a person's immigration status does not affect eligibility. The discount is 30, 50 or 100 percent by income. You cannot apply online; it is in person with a financial counselor, and the nearest site is the Arlington Heights Health Center, 3250 N. Arlington Heights Rd., Suite 300. Verify the hours and numbers before you go.
☐ If you rent, ask for two things in writing	Whether the property holds a valid rental license, and the full text of the village's Crime Free Lease Addendum . The second is the most important item on this list, and it is set out below.

Within 90 days

TASK	WHERE / HOW
☐ The 90 days on a Turkish license	They are running out: book the Golf Road appointment inside that window.
☐ Türkiye paperwork	An appointment at the Turkish Consulate General in Chicago. About 32 miles and 50 minutes by car without traffic, or about 55 to 60 minutes to Union Station on Metra's MD-W line. The consulate covers 13 states, so appointments fill early: konsolosluk.gov.tr
☐ If you bought a home, the homeowner exemption	It takes \$10,000 off the assessed value; no SSN is asked and a consular ID is accepted. It starts only when you apply, so apply in the year you buy. Tax and assessment questions go not to the village but to Schaumburg Township : 847-884-0030.

TASK	WHERE / HOW
☐ Set up your tax file	Illinois income tax is a flat 4.95 percent and there is no village income tax. If you cannot get an SSN, use Form W-7 for an ITIN; there is no IRS office in Schaumburg and the two nearest are Schiller Park and Downers Grove, both about 15 miles, by appointment only on 844-545-5640. Free return preparation through the IRS VITA program: 1-800-906-9887.

Numbers to know in Schaumburg

SUBJECT	NUMBER
Metra MD-W one way (Zone 4 to Union Station)	\$6.75 · day pass \$13.50 · monthly pass \$135.00 · \$5 extra if you buy with cash on the train
Metra station parking	\$2.00 a day · monthly permit \$36 · quarterly \$90
Pace bus	\$2.00 with Ventra transit value · \$2.25 cash · reduced \$1.00 and \$1.10
DART dial-a-ride	\$4.00 in exact cash · reduced \$2.00 · ten-ride book \$38 and \$19 · no weekend service
Woodfield trolley (Pace 905)	free · seasonal timetable, route information 847-923-3880
Water and sewer	an \$8.00 service charge plus \$12.39 for water and \$2.58 for sewer per 1,000 gallons · billed monthly, due on the 20th, 10 percent late penalty
Garbage and recycling	no separate fee, the village pays the base cost · cart change \$25 · yard waste cart \$36 a year plus \$25 delivery
Title and plates	\$165 plus \$151 = \$316 · no vehicle sticker
Rental license (the landlord pays)	residential rental \$75 · single-family rental \$125 · short-term rental \$300
Marriage license (Cook County Clerk, Skokie)	\$60 · both parties in person · effective the day after issue · valid 60 days
Certified birth certificate	\$15 first copy · \$4 each additional · death certificate \$17 and \$6
Apostille (Illinois SOS Index Department)	\$2 per document
Passport (Schaumburg Township, walk-in)	adult book \$130 plus a \$35 acceptance fee · photos \$10
Illinois income tax	flat 4.95 percent · personal exemption \$2,925 (2026) · no village income tax
The village's own taxes	1 percent municipal sales tax · an extra 2 percent on food and beverage · hotel 8 percent · amusement 5 percent · telecommunications 6 percent · motor fuel 3 cents a gallon · real estate transfer tax \$1 per \$1,000
Security deposit cap (suburban Cook County)	one and a half months' rent · returned within 30 days

If you rent: the addendum you will be signing

- **The Crime Free Lease Addendum is mandatory.** As a licensing condition the village requires landlords to complete a Crime Free Housing seminar once, and the rule that follows affects the tenant directly: every lease must carry the village's addendum and everyone signing the lease must sign the addendum too, even if the management company has its own clause. Coordinator 847-348-7320 or 311.
- **The scope is broad:** the tenant, other members of the household, guests and any person under the tenant's control may not engage in or facilitate criminal activity anywhere in the village.
- **You are responsible even if you did not know:** the addendum states the tenant is vicariously liable whether or not the tenant had knowledge of those acts. So what a visitor to your home does can put your lease at risk.
- **No conviction is needed:** a single violation counts as a material breach and is grounds for termination and eviction. The addendum says explicitly that no criminal conviction is required and that proof is by a preponderance of the evidence, a far lower threshold than in a criminal case. The listed offenses are not all serious crimes either: disorderly conduct, gambling and alcohol-related offenses are on the list.
- **Victims are protected:** the addendum states that a tenant who is the innocent party or victim of the offense, including victims of domestic and sexual violence, is not in violation, and says tenants are encouraged to report crimes without fear. If you are experiencing violence, calling the police does not put you at risk of eviction.
- **The form we read was revised on June 15, 2016.** The village may update the text, and we did not check the addendum against more recent Illinois legislation; read the text you are handed rather than relying on a copy found online. Illinois eviction procedure and notice rules continue to apply over the addendum: a landlord has to go to court to evict and cannot change the locks.
- **The rental license:** under the village code every rented property must hold a rental license, and the license expires December 31. Single-family rentals are inspected every three years (interior and exterior, at least an hour); apartments are inspected only on complaint. Ask the lister whether the property has a current license: Finance 847-895-4500, Code Enforcement 847-923-3700.
- **Deposits and notice:** the village has no tenant rights ordinance of its own, so the suburban Cook County ordinance (RTLO) applies: a deposit is capped at one and a half months' rent, the deposit and damage list come back within 30 days, non-renewal notice is 60 days, a notice for unpaid rent is 5 days, and a violation costs double the deposit plus attorney fees. We reached that by inference, so have the exact position confirmed by a lawyer in a dispute.
- **If you have no SSN:** the Illinois Human Rights Act has banned immigration status discrimination in housing since January 2024, and the Department of Human Rights lists screening out applicants who have no SSN among its examples of unlawful conduct; an ITIN has to be accepted. Free legal help: Cook County Legal Aid for Housing and Debt 855-956-5763, the North Suburban Legal Aid Clinic 847-737-4042 for the north suburbs, CARPLS 312-738-9200.

If you bought a home: village or township?

- The village has no property tax counter of its own; the process runs through Cook County: the Assessor (value and exemptions), the Clerk (rates), the Treasurer (the bill) and the Board of Review (appeals). Tax is

paid in two installments in arrears; the second installment for tax year 2025 was due October 1, 2026. Check the dates on the [Treasurer due dates page](#).

- **The village and the township are not the same body**, and this is what newcomers most often confuse: the village directs questions about a bill or an assessment not to itself but to Schaumburg Township (847-884-0030, office at 1 Illinois Blvd., Hoffman Estates).
- **Schaumburg Township was reassessed in 2025** and the first values were published on October 2, 2025; the next round is 2028. The township does not cover only Schaumburg: all or part of Streamwood, Hanover Park, Hoffman Estates, Rolling Meadows, Roselle and Elk Grove Village are in it too. The practical consequence for a new owner: on a property reassessed in 2025 the first full bill may be higher than expected, and you should not miss the appeal window when your assessment notice arrives.
- **The village's share is small**: it states its own rate as 0.619 percent of equalized assessed value (from a 2024 page capture). That is not your total bill; the bill also includes the school districts, the library district, the township and the county. We could not find the total rate for a Schaumburg parcel on an official page; you can see the breakdown on the [Cook County property information portal](#).
- **At a sale and at a purchase**: the real estate transfer tax is \$1 per \$1,000 of the price; whether the buyer or the seller pays it is not stated on the page we read, so ask your title company before closing. One detail matters: a buyer opens the water account **through the Real Estate Transfer Stamp Request**, so the stamp is not just a tax item, it is also the door to your utility account.
- Do not send a tax payment from an account in Türkiye; the Treasurer returns payments made from a foreign bank.

IF YOU ARE NOT A CITIZEN, REMEMBER

- Do not check the "I am a U.S. citizen" box on any form and do not register to vote; the Golf Road facility also takes voter registrations, so read that section of the form. If a jury summons arrives, do not throw it away: Schaumburg is in the Third Municipal District (the Rolling Meadows courthouse), but read where to report from your letter, and if you do not meet the qualifications call (312) 603-5879 before your service date.
- Talk to an immigration attorney before applying for SNAP, Medicaid, All Kids or any other public benefit: means-tested benefits received on or after September 18, 2026 can be weighed in a green card case. One more warning: **Schaumburg Township's own assistance programs require U.S. citizenship or qualified immigrant status**, so ask before you make the trip.
- We found no village welcoming or sanctuary ordinance. What applies here is Illinois law: state and local law enforcement are generally barred from taking part in civil immigration enforcement, and 287(g) agreements are prohibited. But that law does not bind ICE or CBP, does not cover criminal investigations and changes nothing in your own case.
- Check your I-94 record at i94.cbp.dhs.gov. If it is wrong, the CBP office in O'Hare Terminal 5 fixes it. If a green card application is pending, do not leave the country without advance parole. If immigration officers come to your door, call the ICIRR family support hotline (1-855-435-7693) and your attorney.



TURKISH-SPEAKING IMMIGRATION ATTORNEY IN SCHAUMBURG

Have a question about your immigration status?

Attorney Asim Clinch serves clients in Schaumburg and the surrounding area, in Turkish and English.

Free evaluation: clinchlaw.com/free-evaluation · +1 866-491-7669

Office: 321 N Central Expy, Ste 206, McKinney, TX 75070

Attorney responsible for this guide: Asim Clinch, Esq., Clinch Law Firm P.C. Attorney Asim Clinch is a member of the Missouri Bar (No. 76084) and practices U.S. federal immigration law.

Attorney advertising. This guide is general information only. It is not legal advice and is not a substitute for the advice of an attorney. Information compiled from official sources as of October 1, 2026; fees and procedures change, so check the official site before you act. Reading this guide does not create an attorney-client relationship. The choice of a lawyer is an important decision and should not be based solely upon advertisements. Latest version: clinchlaw.com/city-guides/schaumburg-immigration-attorney