

ANNUAL RENTAL REGISTRATION APPLICATION
DEPARTMENT OF PLANNING & BUILDING
TOWN OF NEW CHICAGO
122 HUBER BLVD., HOBART, IN 46342 (219) 962-1157 FAX (219) 962-5386

Pursuant to Ordinance 2014-01, the Annual Rental Registration Application shall be completed and signed by the Owner. The application shall remain in effect for an annual basis until being revoked, suspended, or until the transfer of legal title to the Rental Building. **Please provide one application per rental building.**

OWNER INFORMATION

Pursuant to Ordinance 2014-01, notification to the Owner or his agent as listed below shall constitute sufficient notice pursuant to any provision of the Ordinance. All registrations shall be maintained on file and shall be made available for public review by the Owner, any of the Owner's Agents, or leasing companies.

OWNER NAME: _____
OWNER CONTACT: _____
ADDRESS OWNER: _____
RESIDENT OF LAKE COUNTY OR CONTIGOUS CO. Yes No TELEPHONE NUMBER _____
EMAIL ADDRESS: _____

AGENT INFORMATION

Pursuant to Ordinance 2014-01, an Owner who does not reside in Lake County or a contiguous county shall be required to designate an agent for the purpose of receiving notification of complaints, damages, emergencies, substandard conditions or other communications as listed with the Ordinance. The agent must reside in Lake County or a contiguous county.

AGENT NAME: _____
AGENT CONTACT: _____
ADDRESS OF AGENT: _____
EMAIL ADDRESS: _____

RENTAL BUILDING/RENTAL UNIT INFORMATION

Apartment Building Duplex/Townhouse Single Family Residence Other _____
ADDRESS OF RENTAL BUILDING _____

RENTAL BUILDING/RENTAL UNIT REGISTRATION FEE

Pursuant to Ordinance 2014-01, there shall be a Five Dollars (\$5.00) annual registration fee assessed for each Rental Unit located within the Town of New Chicago.

NUMBER OF RENTAL UNIT(S) _____ X \$5.00 FEE= \$ _____

1. Rental registration fee of \$5.00 per each rental unit, whether vacant or occupied (only cash, check or money order accepted)
2. Proof of ownership (mortgage, deed, property tax statement, etc.)
3. Proof of property insurance (reflecting coverage amounts)
4. Copy of valid driver's license or State issued identification
5. Occupant information
6. Owner and contact information for the Owner
7. Address of Rental Property
8. A local contact person with contact information in the case of an absentee owner.

A late fee shall be assessed in the amount of \$100.00, in addition to the registration fee, for each dwelling or rental unit not registered. The late fee will not begin being assessed until April 15, 2017. Failure to register any and all real property utilized as rental housing shall constitute a violation of this Ordinance and the owner shall be subject to a fine not to exceed \$2,500.00 per unit. 2017 Registrations will be received Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.

Signature of Owner

Date