



City of Lake Station

1969 CENTRAL AVE. LAKE STATION, IN 46405 (219) 850-1331

*****Reminder to Register your Rental Homes with the City of Lake Station*****

This includes both Homes where Rent is being paid and homes where you let extended family and or friends live rent free. All Registrations due by April 14th at 3:00pm.

Late Fees Start being assessed on April 15th.

Sec. 4-34 Landlord – Tenant Registration fee

That all owners of real property in the City of Lake Station shall register all rental housing on an annual basis and pay a fee for each rental unit in the sum of five dollars (\$5.00) per unit

- a) That the owners of rental property shall annually register at the City of Lake Station City Hall, 1969 Central, Lake Station, Indiana.
- b) That registration for the year 2014 will commence on Tuesday, April 1, every year. The fee will be received Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.
- c) **That the term “Rental Housing”: includes all single-family, duplexes and apartment buildings that are not owner occupied regardless of whether rent is being charged.**
- d) A “rental unit” means a structure or part of a structure used as a home, residence or sleeping unit by a single person or household unit, or other facilities or area promised for the use of a residential tenant and includes, but without limitation, apartment units, boarding houses, rooming houses, mobile home, and single and two-family dwellings.
- e) **Property owners are required to provide the following to process the registration of their rental property:**
 - a. Address of the rental property, including number of units.
 - b. Proof of ownership (mortgage, deed, property tax statement, etc.).
 - c. Proof of property insurance (reflecting coverage and liability accounts).
 - d. Copy of owner’s valid driver’s license or state issued identification.
 - e. Occupant information, including name, address and phone number for each tenant.
 - f. Name, address, phone number, fax number and e-mail (contact information) or the owner.
 - g. Name, address, phone number, fax number and e-mail of the local contact person in the case of an absentee owner.
 - h. Rental registration fee of five dollars (\$5.00) per each rental unit whether vacant or occupied (only check or money order accepted)
- f) That in the event there is a change in ownership and/or local contact person, the name, address, phone number, fax number and email of the new owner and/or local contact person shall be filed with the city.
- g) A late fee shall be assessed in the amount of one hundred dollars (\$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 every year.
- h) **Failure to register any and all real property utilized as rental housing and covered under this section shall be a violation of this section and the owner shall be subject to a fine not to exceed two thousand five hundred dollars (\$2500.00) per unit.**
- i) This section will be in full effect after passage and signing by the Lake Station Common Council and properly advertised pursuant to State Statute.
- j) Landlords and tenants may contact City Hall for additional information at 219-962-2081.