

LANDLORD-TENANT REGISTRATION FEE FORM

On March 6<sup>th</sup>, 2014, the Lake Station City Council adopted the Ordinance Establishing the Landlord-Tenant Registration Fee in the City of Lake Station, Ordinance No. 2014-03.

Pursuant to the Ordinance all owners of real property in Lake Station shall register all rental housing on an annual basis and pay a fee for each rental unit in the sum of Five (\$5.00) Dollars per unit. This will be an annual registration.

Pursuant to the Ordinance please provide the following information:

1. Address of the Rental Property, including number of units. (Attach proof of ownership (mortgage, deed, property tax statement, etc.) and proof of property insurance. (coverage and liability amounts).  
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2. Provide owner information: name, address, phone number, fax number and email (contact information).  
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3. Attach a copy of owner's valid driver's license or State issued identification.
4. Provide local contact: name, address, phone number, fax number and email of the local contact person in the case of an absentee owner.  
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5. Provide occupant information: including name, address and phone number for each tenant.  
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6. Provide rental registration fee: Five (\$5.00) Dollars per each rental unit, whether vacant or occupied (only check or money order accepted).
7. Late fee: a late fee shall be assessed in the amount of One Hundred (\$100.00) Dollars 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, 2015.
8. Failure to register any and all real property utilized as rental housing and covered under this Ordinance shall be a violation of this Ordinance and the owner shall be subject to a fine not to exceed Two Thousand Five Hundred (\$2,500.00) Dollars per unit.