



CITY OF LAKE STATION

1969 CENTRAL AVENUE LAKE STATION, IN 46405 (219) 962-2081

Sec. 4-34 Landlord – Tenant Registration fee.

- a) 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.
- b) That the owners of rental property shall annually register at the City of Lake Station City Hall, 1969 Central, Lake Station, Indiana.
- 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. Copy of owner’s valid driver’s license or state issued identification.
 - d. Occupant information, including name, address and phone number for each tenant.
 - e. Name, address, phone number, fax number and e-mail (contact information) or the owner.
 - f. Name, address, phone number, fax number and e-mail of the local contact person in the case of an absentee owner.
 - g. 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 15th 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.

(Ord. No. 2016-05, §§ 1-11, 3-17-16)

Editors Note – Ord. No. 2016-05, §§ 1-11 adopted March 17, 2016, added provisions that were not specifically amendatory. At the editors discretion, said provisions were included herein as § 4-34.



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LANDLORD-TENANT REGISTRATION FEE FORM

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On March 17th, 2016, the Lake Station City Council adopted the Amended Ordinance Establishing the Landlord/Tenant Registration Fee in the City of Lake Station, Ordinance No. 2016-05. 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 FIVE DOLLARS (\$5.00) PER UNIT. This will be an annual registration are due to the Clerk Treasurer’s Office by March 1st Pursuant to the Ordinance, please provide the following information:

Address of Rental Property: _____

Attach proof of ownership (mortgage, deed, property tax statement, etc.) **PROOF OF INSURANCE IS NOT PROOF OF OWNERSHIP**

Provide owner information:

Name: _____

Address: _____

Phone Number (s): _____ Fax Number: _____

E-Mail: _____

Attach a copy of the owner’s valid driver’s license or State Issued Identification

Provide local contact in the case of an absentee owner:

Name: _____

Address: _____ Phone Number (s): _____

Fax Number: _____

E-Mail: _____

Provide Occupant Information:

Name: _____

Address: _____

Phone Number (s): _____

Pet Information: _____ City Of Lake Station Tag Number(s): _____

Provide rental registration fee: FIVE DOLLARS (\$5.00) per rental unit. Whether vacant or occupied (only check of money order accepted)

Late fee: 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 until April 15th, of current year. 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 DOLLARS (\$2500.00) PER UNIT. Ordinance printed on back.