**Rental Registration and Inspection Program**

**Registration Form**

This form must be completed by the property owner.

Registration must be completed within thirty (30) days of acquiring ownership, and thereafter if any changes to address, owner, or tenant occur.

Only one registration form required per Rental Unit Community.

**Owner Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | | | Last Name | | | |
| Business Name (if applicable) | | | | | | |
| Address | | City | | | State | Zip Code |
| Work Phone | Cell Phone | | | Email | | |

**Tenant Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name | | | Last Name | | | |
| Business Name (if applicable) | | | | | | |
| Address | | City | | | State | Zip Code |
| Work Phone | Cell Phone | | | Email | | |

**Property Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **State Parcel #** | **Street**  **#** | **Street** | **Zip** | **# of Units**  **(Apts)** | **Year**  **Built** |
| *Example:*  *71-08-12-152-005.000-026* | 227 | E. 12th St. | 46590 | 140 | 1946 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*State Parcel Numbers can be found using the search field in the upper left of this map: <https://beacon.schneidercorp.com/Application.aspx?AppID=152&LayerID=1998&PageTypeID=1&PageID=1047>

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the statements made in this registration are

(Name of Applicant)

true, and I understand the issuance of a registration certificate is not evidence the property has passed inspection for habitation. I further certify that I have obtained any necessary use variances and am in full compliance with Winona Lake Ordinances.

­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

**Please submit the completed form, additional documentation, and registration fees to:**

Town of Winona Lake, Building Commissioner, 1310 Park Ave., P.O. Box 338, Winona Lake, IN 46590 **or** [**buildingcomm@winonalake.net**](mailto:buildingcomm@winonalake.net)

**\* For registration fee amount and other Rental Registration and Inspection Program forms visit:** [**www.winonalake.net**](http://www.winonalake.net)