



# Rental Registration Form Hammond, Indiana

Receipt # _____
Year: <u>20</u> _____

**Fee: \$5 per rental unit due by April 15<sup>th</sup>.**

**\$500 late fee will be assessed per unit after April 15<sup>th</sup>.**

Please make check payable to: **CITY OF HAMMOND** Mail to: 5925 Calumet Ave., Hammond, IN 46320

**I acknowledge that this fee is due yearly, between Jan. 1 and April 15<sup>th</sup>.**

**I acknowledge that all rental units are subject to inspection and all registered units do not necessarily confirm units are legal and/or safe according to fire and building codes.**

<b>Rental Property Address</b> <i>Only One Address per form</i>	Number (Example: 5925)	Street Name Calumet			Type Ave.	Zip Code 46320		
<b>Owner Name</b> (Complete One)	Company (Owner)	Company Name						
		Contact Name						
	Individual(s) (Owner)	Last Name						
		First Name						
<b>Owner Contact Info</b> (No P.O. Boxes or Management Addresses)	Address							
	City/State/Zip							
	Phone	E-mail Address :						
<b>Management/ Emergency Contact Information</b>	Name							
	Complete Mailing Address							
	Phone #							
<b>Insurance Information</b>	Company							
	Policy Number		Policy Expiration Date:					
	Phone							
<b>Unit &amp; Tenant Information</b>  <b><u>Landlords are responsible for providing up to date tenant information.</u></b>		UNIT #	Tenant First Name	Tenant Last Name	Tenant Phone Number	# of Bedrooms	Office Use Only Sticker #	Office Use Only Cost \$
	1							
	2							
	3							
	4							
	5							
	6							
<b>Applicant's Signature</b>	By signing below, applicant swears all information provided on application is true to the best of their knowledge and acknowledges the entire application was read and understood.							
<b>X</b>							Date _____	



# TENANT INFORMATION MUST BE UPDATED

Year: 20

Unit & Tenant Information	UNIT #	Tenant First Name	Tenant Last Name	Tenant Phone Number	# of Bed-rooms	Office use only!	Office use only!
						Sticker #	Cost \$
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
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	32						
	33						
	34						
	35						
	36						

**As tenants change, information must be updated!**

**Landlords are responsible for providing up to date tenant information.**

**Applicant's Signature**

**By signing below, applicant swears all information provided on application is true to the best of their knowledge, also that entire application was read and understood.**

X

**Date** \_\_\_\_\_