



Town of Munster

RENTAL PERMIT APPLICATION

Community Development Department – 1005 Ridge Rd., Munster, IN 46321 – Ph. 219-836-6990 Fax 219-836-6542

Email: communitydevelopment@munster.org

RENTAL PROPERTY ADDRESS: _____ **Unit #:** _____

(A Separate Rental Permit Application is Required for Each Unit)

Pursuant to Municipal Code, ARTICLE IX this Application shall be completed and signed by the Owner. Following receipt and satisfactory review of this Rental Permit Application, the Town shall issue the Owner a Rental Permit. The Rental Permit shall not expire, unless revoked or the dwelling or dwelling unit changes ownership. The Rental Permit is nontransferable.

PROPERTY OWNER:

Name of Owner: _____

Mailing Address of Owner: _____

If owner is a business Contact Name: _____

Email: _____ Cell #: _____

REPRESENTATIVE:

Name of Representative: _____ Title: _____

Address of Representative: _____

Email: _____ Cell #: _____

(Email will be used for official correspondence)

Notification to the Representative at the above address constitutes sufficient notice pursuant to any provisions of the Article.

PROPERTY DESCRIPTION:

____ Apartment Building ____ Condominium ____ Two-Family Dwelling ____ One Family Dwelling

____ Other; please describe: _____

Total Number of Occupants: _____

List of all Tenants (age 18 and over):

Name: _____ Cell #: _____

_____ Cell #: _____

_____ Cell #: _____

_____ Cell #: _____

Rental Unit Inspection Fee \$200.00

Re-Inspection Fee \$60.00

Non-Compliance Fee \$250.00/unit per occurrence

In the event an owner provides the Town with an inspection report which complies with the requirements of Indiana State Statute HEA 1403 prior to the date inspection is due under this Article, the owner shall be exempt from the inspection requirements of this code. The inspection report provided must be certified by a party whose qualifications meet the requirements of HEA 1403 or the report must be certified by a home inspector licensed by the State of Indiana Home Inspectors Licensing Board.

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I UNDERSTAND THAT THE ISSUANCE OF A RENTAL PERMIT IS NOT EVIDENCE THAT MY PROPERTY MEETS THE REQUIREMENTS OF THIS ARTICLE, OR IS OTHERWISE FIT FOR HUMAN HABITATION.

Owner's Signature: **X** _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ Certificate #: _____ Inspection Paid: _____ Date Issued: _____