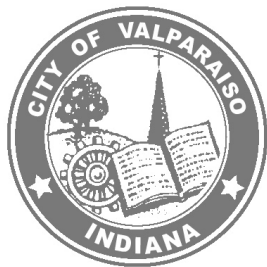


Registration Information

All existing units must be registered during the registration period of May 1, 2011 through November 30, 2011. The fee is \$10 per rental unit. The City accepts cash or check only, payable to the City of Valparaiso. If paying by mail, please include a self-addressed, stamped envelope.

The \$10 per unit fee will be waived for rental properties registered before the end of June 2011. Applications must be received by June 30, 2011.

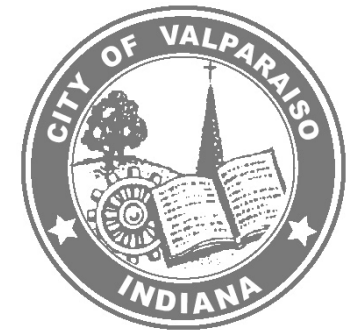


City of Valparaiso Building Department
Rental Registration Program
166 Lincolnway
Valparaiso, IN 46383

Phone: 219-462-1161
Fax: 219-464-4273
E-mail: valpobuilding@valpo.us
Website: valpo.us

CITY OF
VALPARAISO

RENTAL REGISTRATION PROGRAM



Valparaiso Building Department

Phone: 219-462-1161

Rental Registration Program

Program Purpose

The Rental Registration Program requires all residential rental properties to be registered with the City of Valparaiso.

The purpose is to facilitate the prevention and correction of violations of all laws and ordinances pertaining to residential rental properties and to protect the public health, safety, and welfare of the citizens of Valparaiso. This includes protecting the character and stability of residential neighborhoods, preserving the value of land and buildings, and aid in the enforcement of minimum standards for maintenance of existing residential buildings.



Frequently Asked Questions

Property Owners

How do I obtain a Registration Application? Applications are available at City Hall and on our website. You may also request a form be sent via email or fax.

Do I need to register my property every year? No, the ordinance calls for a one-time only registration. A change in ownership requires a new application. Change of ownership fee is \$5 per owner.

Am I required to appoint a local rental agent? If the owner is not a resident of Porter County, or a county contiguous to Porter County, the owner is required to designate an agent authorized to receive notifications of complaints, damages, emergencies, substandard conditions, or other communications, including service of process. The address of the agent shall be within Porter County or a contiguous county.

If a complaint is filed and an inspection is performed, will there be a fee? If, upon inspection, no violations are found, there is no charge. If violations exist, the owner is charged a \$50 inspection fee. Once the corrections have been completed, a re-inspection of the unit may be required. The fee for the first re-inspection is \$75. If further re-inspections are needed, all subsequent re-inspections will be assessed a fee of \$200 each.

Frequently Asked Questions

Tenants

How can a make a complaint? Contact the Valparaiso Building Department at 219-462-1161 or by email at valpobuilding@valpo.us.

Will tenant information be collected by the City? No. The rental property owner is required to maintain current tenant information. This information is only to be provided to the City for valid legal purposes, such as giving any notice, levying a fine against a tenant, or obtaining a search warrant to inspect.

Will my apartment be inspected regularly? No, rental units will only be inspected if the City receives a credible complaint.

How does this program benefit me? Registering all rental property owners and establishing a minimum housing standard ensures complaints are dealt with in a timely manner and rental units are maintained in a safe and habitable condition.