



RENTAL REGISTRATION APPLICATION

Rental Property Address: _____

Rental Property PIN: _____

New Registration ☐ **Change of Owner** ☐

Pursuant to the Town of Winfield Ordinance, Chapter 160, this Application shall be completed and signed by the Owner of the rental property or an authorized Agent. Following receipt and satisfactory review of this application, the Town shall issue a Rental Permit Certificate. This Certificate shall remain in effect until suspended, revoked or upon the transfer of legal title of the Rental Dwelling, whichever comes first.

OWNER *Required information. Certificate shall not be issued without all required information provided. *

Name: _____ Phone: _____

Street: _____ Email: _____

City: _____ State: _____ Zip: _____

Resident of Lake County or County Contiguous: YES _____ NO _____

Homestead Property Tax Deduction: YES _____ NO _____

I acknowledge that if I transfer ownership of the Rental Property, it is my obligation to notify the new owner about the need to file a new Rental Registration Application with the Town of Winfield. I have fully read the Chapter 160 Home Rental Registration and Permitting Program and am willing and able to accept and fulfill all responsibilities herein.

Initial Here _____

AGENT

Pursuant to the Town of Winfield Ordinance Chapter 160, Owners may designate an Agent to receive notifications communications related to the Ordinance. All Owners who do not reside in Lake County or a contiguous county must designate an Agent residing in Lake County.

Name: _____ Phone: _____

Street: _____ Email: _____

City: _____ State: _____ Zip: _____

***Notification to the Agent at the address set forth above constitutes sufficient notice pursuant to any provision of the Ordinance.**

For Office Use Only:

Date Received: _____

Zoning District: _____

Receipt #: _____

Inspection Date(s): _____

Received By: _____

Building Dept: _____

Payment: Check (# _____) Cash _____ Credit _____

Code Enforcement: _____

Amount: _____

Fire Inspection: _____

Inspector Signature: _____



Property Description

Check One: Duplex: _____ Townhome: _____ Single Family Home : _____
 Other (please describe) _____
Address of Dwelling Unit: _____
Are all units up to fire code safety? YES: _____ NO: _____
Last Inspection Date: _____
Exempt Units: YES: _____ NO: _____ Reason for exemption: _____

Any Complaint Driven Inspections? YES: _____ NO: _____
If Yes, how many and reason?: _____

NOTICE TO OWNER OF RENTAL UNITS.

- The purpose of this article is to protect public health, safety and welfare in buildings intended for human habitation and their accessory structures.
- Registration of rental dwellings.
- It is the responsibility of the property owner to inspect and correct any deficiencies, maintain a fully functioning property; furthermore, upon the change of tenant occupancy, the owner shall verify that all public health and life safety, electrical, plumbing, and HVAC equipment is fully and properly functioning.
- Rental Property Owner must comply with the residency restrictions of sex offenders and victim proximity in **§IC 35-42-4-11** and **§IC 35-42-2-2.2**

DEPARTMENT POLICY.

- Rental Permit registration shall expire within 90 days if no inspections have been conducted or are scheduled after complaints have been made.
- All compliance inspections shall be completed within one year of Registration.
- The new certificate will be issued from the compliance date or the change of owner date of the previous certificate.

CERTIFICATION OF RENTAL DWELLINGS.

- Rental dwellings shall not be occupied without a rental permit certificate of compliance.
- The Town of Winfield Clerk's Office shall issue a Home Rental Permit Certificate of compliance for a rental unit after the appointed Town Code Enforcement finds that the rental dwelling is sound.

INSPECTIONS.

- Once an inspection is scheduled, the owner or responsible local agent shall prior to the inspection date notify the occupant of each dwelling, if occupied and share the date of inspection, the requirement that the property owner or agent accompany the inspector, and the owner's obligation to provide access by unlocking the unit if the tenant is not available.
- Owner of the rental property will be responsible and shall be charged \$150.00 for every reinspection under \$160.06 and paid within 30 days of initial inspection.

PUNISHMENT.

- Owner understands \$160.99 Penalties and Remedies
- Any person found guilty of violating this article shall be guilty of a misdemeanor punishable by a fine not more than \$7,500.00 and failures to comply shall be punishable as contempt of court and possible lien on rental property.

Initial Here to Acknowledge that you have Read and Understand the Above _____



Town of Winfield
Home Rental Registration and Permitting Program
Town of Winfield, Clerk-Treasurer's Office
10645 Randolph St, Suite C, Winfield, IN 46307

Year: 2026
Fee: \$500.00

DISCLAIMER OF LIABILITY.

- A rental dwelling certificate of compliance is not a warranty or guarantee that there are no defects in the rental dwelling and the Town of Winfield shall not be held responsible for defects not noted in the inspection report.
- This inspection of the land use, exterior posture and interior accessories of the structure is limited to visual inspection only.
- The Town of Winfield does not guarantee or approve by inference any latent, structural, or mechanical defects thereto, or such other items that are not apparent by such visual inspection.
- **This document does not contain the entire ordinance. It is a highlight of the property owner's responsibilities as a rental owner.**

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Home Rental Registration and Permitting Program
Town of Winfield, Clerk-Treasurer's Office
10645 Randolph St, Suite C, Winfield, IN 46307

Year: 2026
Fee: \$500.00

Signature of Owner

I HEREBY REPRESENT AND CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I UNDERSTAND THAT THE ISSUANCE OF A REGISTRATION PERMIT IS EVIDENCE THAT MY PROPERTY MEETS AND SHALL CONTINUE TO MEET THE REQUIREMENTS OF THIS ORDINANCE OR IS OTHERWISE FIT FOR HUMAN HABITATION WITH APPROPRIATE FIRE SAFETY.

OWNER'S SIGNATURE: _____

OWNER'S PRINTED NAME: _____

DATE: _____

Signature of Authorized Agent

I HEREBY REPRESENT AND CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I UNDERSTAND THAT THE ISSUANCE OF A REGISTRATION PERMIT IS EVIDENCE THAT MY PROPERTY MEETS AND SHALL CONTINUE TO MEET THE REQUIREMENTS OF THIS ORDINANCE OR IS OTHERWISE FIT FOR HUMAN HABITATION WITH APPROPRIATE FIRE SAFETY.

AUTHORIZED AGENT SIGNATURE: _____

AUTHORIZED AGENT PRINTED NAME: _____

DATE: _____

Notarization Required

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BEFORE THE ABOVE OWNER(S) AND AGENT(S) AND ACKNOWLEDGED THE EXECUTION OF THE ABOVE AND FOREGOING INSTRUMENT TO BE TRUE VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES THEREIN MENTIONED.

DATED THIS _____ DAY OF _____, 20 ____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC SIGNATURE

NOTARY SEAL

STATE OF _____

NOTARY PUBLIC PRINTED NAME

COUNTY OF _____

COUNTY OF RESIDENCE