

**Rod Roberson**  
*Mayor*

**Tim Vistine**  
*Building Commissioner*



**Building & Code**  
229 S. Second St.  
Elkhart, IN 46516  
574.294.5471

## **AFFIDAVIT OF NON-RENTAL INFORMATION**

Chapter 161 of the Code of Ordinances of the City of Elkhart, Indiana requires that any person offering for rent a single-family dwelling, two-family dwelling, or multi-unit dwelling therein to register said property with the City of Elkhart and obtain an Inspection Certificate.

If you are the owner of a property in the City of Elkhart, Indiana which is currently being occupied by relatives or others, and you are **not** collecting rent or other monetary compensation, then you may submit an **Affidavit of Non-Rental**.

Failure to register with the Building Commission is a violation of either §161.07(A), §161.07(B), or §161.07(C) (initial registration) and is punishable by a fine of \$500 per dwelling unit. Each day is a separate violation.

Once you have filed an affidavit of non-rental, you must contact the Building Department within ten (10) business days to notify them of any changes in contact information, occupancy, and/or monetary arrangements and obtain the proper license(s) if necessary.

If you have any questions regarding the legal implications of filing an affidavit of non-rental with regard to any property rights or potential penalties, please consult with an attorney.

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## AFFIDAVIT OF NON-RENTAL

I, \_\_\_\_\_ (printed name) being duly sworn, says as follows:

1. That I am the owner of certain property located at \_\_\_\_\_, Elkhart, IN.
2. That I have owned the property since \_\_\_\_\_.
3. That I am aware of the Code of Ordinances of the City of Elkhart, Indiana (Chapter 161) which requires any person who offers for rent any dwelling unit, single-family dwelling, two-family dwelling, or multi-unit dwelling therein to register said property with the City of Elkhart and obtain an Inspection Certificate.
4. That the property located at \_\_\_\_\_, Elkhart, IN or any unit inside this property, is NOT being used as a rental property and will NOT be used as a rental property within the next year.
5. That I do not collect rent or taxes for the property listed above from the occupants of the property.
6. That this property is occupied by: \_\_\_\_\_.
7. That I will comply with Chapter 161 of the Code of Ordinances of the City of Elkhart, Indiana upon entry of an oral or written lease for tenancy of the above captioned premises.
8. That failure to comply is in violation of Chapter 161 of the Code of Ordinances of the City of Elkhart, Indiana.

IN WITNESS WHEREOF, under the penalties of perjury, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

AFFIANT \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_, STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_