East Chicago Building Department
Division of Inspections & Permits/Code Enforcement
4525 Indianapolis Blvd., East Chicago, IN 46312
(219) 391-8294 ~ Fax: 391-7013
www.eastchicago.com

2026 REQUIREMENTS FOR RENTAL PROPERTY REGISTRATION

City of East Chicago, Indiana Code of Ordinances Title XI, Chapter 123: Rental Housing and *Ordinance No. 16-0013* require owners of real property in the City of East Chicago, to register all rental housing on an annual basis. These ordinances require owners of rental properties to register annually at the East Chicago Building Department office, 4525 Indianapolis Blvd, East Chicago, Indiana, and pay an annual registration fee of $5.00 per each rental unit community (as defined by Indiana Code 36-1-20-1.5), building or parcel.

1. Registration Forms
   Registration forms are available at the East Chicago Building Department Office, 4525 Indianapolis Blvd, East Chicago, Indiana, and to be completed by the owners, or his/her representative, of real property used as rental housing. Registration forms will be available on January 5, 2026

2. Registration Fee
   Registration fee shall consist of a $5.00 per each rental unit community (as defined by Indiana Code 36-1-20-1.5), building or parcel. A late fee shall be assessed in the amount of $100, in addition to the $5.00 registration fee per each rental unit community (as defined by Indiana Code 36-1-20-1.5), building or parcel not registered by April 15, 2026.

3. Proof of Ownership
   Proof of ownership, i.e. deed, mortgage, etc., shall be required to be presented upon owners registering their rental properties. In addition, picture identification, i.e. driver's license or state identification, shall be required.

4. Proof of Insurance (**Declaration Page showing insurance coverage amounts)
   Proof of property insurance shall be submitted upon owners registering their rental properties. Alternately, a bond or letter of credit from a federally insured financial institution may be filed with the Office of the City Controller in an amount equal to the value of the property insured or $25,000, whichever is greater, which will be used to cover the cost of demolition if necessary.

5. Occupant Information
   Each applicant for rental registration shall, in addition to all other information required, provide the names of the primary tenants for each rental unit and an emergency contact number for each listed tenant.

6. Violation
   Failure to register any and all real property utilized as rental housing shall constitute a violation of this chapter and the owner shall be assessed a fine not to exceed $2,500.

7. Smoke Detector Compliance Form
   Indiana Code 32-31-5-7 Indiana Code 32-31-7-5
   Under the Indiana smoke detector law, landlord shall require the tenant to acknowledge in writing that the rental unit is equipped with a functional smoke detector(s).
   A landlord and a tenant may not waive, in a rental agreement or a separate writing, the requirements under IC 22-11-18-3.5 concerning smoke detectors.

For additional information, please contact the East Chicago Building Department at (219) 391-8294 or visit the City's website at www.eastchicago.com or Michelle Chandler at mchandler@eastchicago.com, Constance Dickerson at cdickerson@eastchicago.com or Jacquis Cameron at jcameron@eastchicago.com