REVISED 2026

East Chicago Building Department

Division of Inspections & Permits/Code Enforcement

Honorable Anthony Copeland, Mayor

James Portalatin, Building Commissioner
jportalatin@eastchicago.com

2026
Rental Registration Form

Pursuant to *East Chicago Municipal Code of Ordinances Title XI, Chapter 123* of the City of East Chicago, any and all rental housing must be registered with the Building Department on an annual basis. Please complete this form, and return to the East Chicago Building Department along with the rental registration fee of $5 (*credit/debit card, check or money order*) for each rental unit community, building or parcel. A late fee shall be assessed in the amount $100 for each dwelling or rental unit not registered by April 15th, 2026. Note that prior to the issuance of a rental registration sticker property may be subject to an inspection from the building department. *PLEASE COMPLETE ALL REQUIRED SECTIONS*

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

Please complete one application for each parcel [please print].

Is property used a rental property ☐ **Yes** ☐ **No**

1. Rental property address | Sticker #

2. Permanent real estate key number [printed on real estate tax bill]

3. Total number of rental units within building

Also, list the names, address and telephone numbers of all other owners, agents, or mortgage holders of the building.

4. Owner(s)

5. Address | City | State | Zip Code

6. Telephone No. | Emergency Contact No. | Email

7. Managing agent [must reside or maintain office in Lake County, Indiana]

8. Address | City

9. State | Zip Code | Telephone No. | Emergency Contact No.

10. Primary contact person

11. Address | City

12. State | Zip Code | Telephone No. | Emergency Contact No.

13. Insurance company [proof of insurance must be submitted]

14. Address | City

15. State | Zip Code | Telephone No.

16. Policy No | Expiration Date

Please attach a copy of your insurance policy.

17. Tenant/occupant information [as tenants change, you are required to submit updated information]

Occupant Information

	Unit No.	First Name	Last Name	Telephone No.	Total Occupants	Total Bedrooms	*OFFICE USE*	Date
1								
2								
3								
4								
5								
6								
7								
8								
9								

10								

Basement Apartment: ☐YES ☐NO Attic Apartment: ☐YES ☐NO

I affirm that all information provided above is true and accurate to the best of my knowledge. Falsification of this application will result in registration certificate being null and void. Furthermore, by signing this form I acknowledge the terms of this form and that my property may be subject to an inspection prior to the issuance of the rental sticker.

I attest that the above-referenced property is equipped with approved, and operating fire/smoke and carbon monoxide detectors, pursuant to *East Chicago Municipal Code of Ordinances, Title IX: General Regulations, Chapter 92: Fire Prevention.*

_____

Signature (Owner/Management) Date

_____

Please Print

For Department Use Only

Zoned As: _____
Units Reported: _____
Occupancy Reported: _____
History of Registration Reported: _____
Initials: _____Date: _____