



**City of Aurora**  
 P.O. Box 158  
 Third & Main Streets  
 Aurora, IN 47001  
 812-926-1777  
 Fax 812-926-0838  
[www.aurora.in.us](http://www.aurora.in.us)

**Planning, Zoning, &  
 Code Enforcement**  
 215B West High Street  
 Lawrenceburg, IN 47025  
 812-537-8821  
 Fax 812-532-2029



## RENTAL HOUSING REGISTRATION FORM

Please fill out this form in its entirety, complete with the \$5.00 registration fee included, and either deliver it to the City Clerk-Treasurer office at 235 Main Street or send it by mail to: City of Aurora, P.O. Box 158 Aurora, Indiana 47001.

\*All checks must be made payable to: City of Aurora, c /o Rental Housing Registration

### RENTAL PROPERTY/ DWELLING UNIT INFORMATION

You may obtain information on your property at Dearborn County's GIS website:  
<https://beacon.schneidercorp.com/?site=DearbornCountyIN>

Rental Property Address \_\_\_\_\_  
Street Address City Zip

Unit numbers / letters (example units 1-4 or A-D) \_\_\_\_\_

Parcel ID No. \_\_\_\_\_ Zoning \_\_\_\_\_

*The Parcel ID No. is an 18-digit number (Example: 15-07-32-103-071.000-003)*

### BUILDING TYPE

\*Check all that apply below.

Commercial \_\_\_\_\_ Multi-Family \_\_\_\_\_

How many residential units are on this property? \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Property Owner Name \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_  
Street Address City Zip

Property Owner Phone Number \_\_\_\_\_

Property Owner E-Mail Address (if applicable) \_\_\_\_\_

**PROPERTY OWNER’S REPRESENTATIVE INFORMATION**

The property owner’s representative is the main contact for who manages the property.

**THIS SECTION IS ONLY REQUIRED IF DIFFERENT FROM PROPERTY OWNER IN THE PREVIOUS SECTION.**

Representative Name \_\_\_\_\_

Representative Mailing Address \_\_\_\_\_  
Street Address City Zip

Representative Phone Number \_\_\_\_\_

Representative E-Mail Address (if applicable) \_\_\_\_\_

**\*Only one property per registration form**

**\*Please include the \$5.00 registration fee with the submittal of this form no later than July 31<sup>st</sup>, 2017.** While each rental property must be registered with the City of Aurora each January, rental properties are only required to be inspected in accordance with Section 99.050 (Inspection) of the City Code—which stipulates that rental units must be inspected at least once every 5 years, or (otherwise) when a complaint has been received or the City has reason to believe that a unit does not comply with all applicable health, safety, and general welfare requirements related to occupancy / rental use. *A \$125.00 inspection (base) fee for each building, together with an additional \$25.00 fee for each residential unit, must be paid for each initial inspection—and / or re-inspection(s), as set forth in Section 99.050, as noted earlier.*

\*For more information, go to <http://aurora.in.us/city-ordinances-zoning-map-and-permits.html>

**PROPERTY OWNER AGREEMENT**

I, \_\_\_\_\_ affirm that the above information relating to the dwelling located at \_\_\_\_\_, is true and correct to the best of my knowledge, and that I will submit any change in the information relating to the Property Owner, Property Owner’s Representative or Tenant not more than 30 days after the change is made and that I will comply with the requirements set forth in Section 99.040 (Annual Registration) of the City Code within the required time period(s).

I also certify that there are \_\_\_\_\_ dwelling unit(s) on this property and that I agree to allow the Inspection Officer to inspect these dwelling unit(s) upon inspection.

I understand that failing to comply with the Rental Registration and Inspection Program could result in fines, the unit not being approved for occupancy, and City utilities not being connected or approved.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)