City of West Lafayette Instructions for Rental Certificate Application

Applications for certificate renewal:

If there are **no** changes please just sign, date and return the application form by the due date. If there are changes please provide the new information as necessary.

Applications for new rentals: The following information must be provided:

1) The complete addresses of the rental unit(s) including all buildings if applicable.

2) The number of rental units per building.

3) Select the applicable category of license. The category is based upon the use of the property; however, if you are uncertain please leave blank.

Rental Unit Categories, Applicable Fees and Terms of Certificate (Section 117.06 and 117.07):

Category 1: **DO NOT PAY FEE IN ADVANCE**

New use of a Single Family Dwelling as a rental. Fee - $500 (can be reduced to $200 if an acceptable private home inspection has been completed) Term – 1 Year. New owners Term – 1 Year. Established owners and managers of other properties with a history of compliance with all program requirements – 2 Years.

Established Single Family Dwelling rentals. Fee - $250; Term – 1 Year. Established owners and managers with a history of compliance with all program requirements - 2 Years.

Category 2: Temporary occupancy ("house sitting") of a dwelling unit by a family during the absence of the owner, not to exceed one year out of five. Fee - $150; Term- 1 year.

Category 3: Purpose built multi-unit housing or purpose built duplex. Fee - $150 per structure and $2 per unit; Term - 2 Years. Established owners and managers with a history of compliance with all program requirements; must have access to readily available maintenance personnel and the property must be located in the appropriately zoned area for its use – 4 Years.

Category 4: Converted housing (physically and legally converted from a single family to 2 or more units). Fee - $250 per property tract plus $2 per unit; Term – 2 years.

Category 5: Low density condominium units. Fee - $250; Term – 1 Year. Established owners and managers with a history of compliance with all program requirements – 2 Years.

Category 6: Any occupancy of a condominium by unrelated persons where the condominium unit is under the same management and has the same agent as the entire condominium development. Fee - $150 per structure and $2 per unit; Term - 2 years.

Category 7: Any occupancy of a condominium by unrelated persons where the condominium unit is not under the same management or does not have the same agent as the entire condominium development. Fee - $100 plus $20 per unit; Term - 2 years.

4) Owner(s). If the owner is a partnership and/or corporation please provide the information requested in Attachment A.

5) Agent name (and contact information as required on Attachment A). An agent is **required** if the owner does not reside in Tippecanoe, Benton, Warren, Fountain, Montgomery, Clinton, Carroll or White counties. The

agent must have an office in Tippecanoe County.

6) Exterior maintenance agreement: Information and signatures as indicated on Attachment B.

7) For new single family rentals: Please provide a dimensioned floor and site plan preferably drawn to scale showing the location, size and use of all rooms and the location of all improvements on the site, including sidewalks, drives and parking. Please contact this office to determine information on file.

8) Occupancy Affidavit: Required for all properties in R-1 & R-2 zoned areas. The occupancy affidavit may be submitted for leases beginning in August. If tenants are unavailable for signatures at this time please contact this office to arrange for a date of submission.

Please send the completed application to us within the time period specified. The regulations require that the application be on file before the inspection appointment can be made. Affidavits and maintenance agreements can be submitted at a later date when completed but please be aware **that additional requests for these required documents can affect the term of your certificate.**

Return application and required documents to:
Code Enforcement Department
609 West Navajo Street
West Lafayette, IN 47906

Please contact this office at (765) 775-5160 to arrange for an inspection appointment.

Other important regulations:

Section117.07 (h).
All applicable fees will be tripled for any property that is **rented before** a certificate is issued.

Section 117.17. Transfer of Rental Certificate.

A rental certificate is issued to the owner of a rental unit. If the property ownership is transferred to another person(s) or entity, the new owner must request a transfer of the rental by filing the required owner and agent information, if applicable, and payment of a fee of $50.

Sec. 117.19. Truth in Advertising.

In an effort to inform the public of the allowable occupancy limitations, all owners or their agent of a specific rental unit must clearly state in any advertisement, sign, other form of written representation, and in any oral statement, the licensed occupancy limits of the rental unit. This includes the advertisement of any subleasing.

Occupancy Limitations as defined by a "Family":

The maximum occupancy is a family. A family is defined as "one or more persons related by blood (**to the degree of first cousin**), marriage or adoption plus not more than two unrelated persons living as a single housekeeping unit". In the case of no relation then the maximum number of occupants is three including the owner of the property.

Copies of Chapter 117 of the West Lafayette City Code regarding Rental Housing Certification are available upon request or online at http://ordlink.com/codes/westlaf/index.htm.

This is to provide guidance in the filing of a rental certification application and is not intended to be an official interpretation of the law. Revised 8/17/05