



**City of New Albany Rental Unit
Registration and Inspection Program**

142 East Main Street, Suite 206

New Albany, IN 47150

812-948-5371

rentalregistration@cityofnewalbany.com

AFFIDAVIT OF NON-RENTAL

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

1. That I am the owner of certain property located at _____, New Albany, IN
2. That I have owned the property since _____
3. That I am aware of the City of New Albany Code provision which requires any person who offers for rent any dwelling unit, single-family dwelling, two-family dwelling, mobile home, or multiple unit therein to obtain a Rental Permit from the City. Section 7.16 of the City of New Albany Zoning Ordinance.
4. That the property located at _____, New Albany, IN, or any rooming unit inside this property, is NOT being used as a rental property and will NOT be used as a rental property in the immediate future.
5. That I do not collect rent, payments for mortgage, 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 Section 7.16 of the City of New Albany Zoning Ordinance upon entry of an oral or written lease for tenancy of the above captioned premises.
8. That failure to comply is in violation of Section 7.16 of the City of New Albany Zoning Ordinance.

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 _____



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AFFIDAVIT OF NON-RENTAL INFORMATION

If you are the owner of a property in the City of New Albany which is currently being occupied by relatives or others but you are not collecting rent or other monetary compensation you may submit an affidavit of non-rental.

The affidavit of non-rental is a sworn affidavit meaning that any statements made within are subject to the penalties of perjury. It must be notarized before it will be accepted by the Building Department.

Section 7.16 of the City of New Albany Zoning Ordinance. requires that any person offering for rent a single-family dwelling, two-family dwelling, mobile home, or multi-unit dwelling therein must obtain a Rental Permit from the Building Department. You are not entitled to collect rent without a Rental Permit.

Any person found to be in violation of any section of the rental license requirement is subject to a fine of one-hundred dollars (\$100) per day for as long as the violation(s) continues.

Once you have filed an affidavit of non-rental, you must contact the 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 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.