



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

142 East Main Street, Suite 212  
New Albany, IN 47150  
812-948-5333

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.

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 Rental Registration and Inspection Program. 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.