Rental Property Transfer of Ownership

City of Elkhart
Building & Code

229 S. 2nd Street, Elkhart, IN 46516
(574)294-5474

This form allows you to report a change in property ownership of a rental property under the City of Elkhart's Rental Registration Program. Please submit this form within 30 days of the property sale and **provide proof of ownership change** (i.e. Recorded Deed, Settlement Statement, or Bill of Sale).

SECTION 1: Rental Structure Information

Rental Address:	Total # of Units:
Date of Title Transfer/Closing Date:	

SECTION 2: Owner(s) Information (Owner refers to person or persons with legal title)

Previous Owner Name:		
NEW Legal Owner of Record Name:		☐ Primary Contact?
Mailing Address:		
City:	State:	Zip:
Email:		Phone #:

If the above listed NEW owner is in a company name, Trust, LLC, etc., please complete the below information for one owner, partner, officer, or trustee:

NEW Owner's First Name: Last Name:		☐ Primary Contact?
Mailing Address:		
City:	State:	Zip:
Email:		Phone #:

SECTION 3: Property Manager Information

Name of Property Manager:		☐ Primary Contact?
Mailing Address:		
City:	State:	Zip:
Email:		Phone #:

By signing below, I certify under penalty of perjury that the information provided on this form is true and correct. I understand that filing this transfer notice updates the registration records, but does not guarantee that the property is compliant with all local building, housing, or safety codes.

Signature of NEW Owner _____ Printed Name _____ Date _____