Indianapolis Landlord Registration Program

Beginning January 1, 2015, as part of the Indianapolis Landlord Registration Program, all owners or landlords of residential rental units will be required to register the properties with the City of Indianapolis Department of Business and Neighborhood Services (BNS). Please continue reading for important information on this new program.

Landlord Registration Enrollment: The initial registration period will end March 31, 2015. There will be no enforcement activities during the first three months of the program. Rental properties in excluded cities (Beech Grove, Lawrence, Southport and Speedway) are exempt from the registration.

Accessing the Landlord Registration Form: The registration form is available online through BNS's Citizen Access Portal https://permitsandcases.indy.gov/citizenaccess/. Applicants must create a portal user account to access the landlord registration form.   Applicants may also register at a kiosk available to the public in the BNS Lobby (1200 S. Madison Ave).

Completing the Landlord Registration: The property owner or a designated property management company can complete the registration form. An individual who owns multiple rental properties may register all properties together and pay one registration fee of $5. A property management company who represents multiple owners must complete a registration form for each owner.

Required Information for the Landlord Registration: Please note applicants need to enter only the parcel number (not the rental property address). The property address information will be auto populated using the parcel number information. To assist with the registration process, below is the information needed to complete the registration:

- Owner contact information
- Landlord (property manager) contact information residing in Indiana
- The parcel number (seven digit number) for all applicable properties
    - Parcel number information is available at: http://maps.indy.gov/AssessorPropertyCards/
- Number of rental units on each parcel

Landlord Registration Fee: Paying the registration fee is the final step of the process before submitting the registration form. Applicants can pay the $5 registration fee with an eCheck or credit card. The payment service is provided by a third-party vendor working in partnership with the City.

Viewing the Landlord Registration: Beginning January 1, 2015, the public can access the landlord registration list at BNS's Citizen Access Portal.

Renewing the Annual Registration in 2016: BNS will provide information on the renewal process in 2015. The annual renewal process will require minimal action from registered landlords.

Questions: Please email licensing@indy.gov or call (317) 327-4316. Additional information is available at https://www.indy.gov/activity/landlord-registration-program.

Department of Business & Neighborhood Services

1200 Madison Ave., Ste. 100 │ Indianapolis, IN 46225 │ Phone: (317) 327-8700 │ www.indy.gov/dce
Fax Numbers: Building - 327-8475 │ Business Licensing - 327-0817 │ Contractor Licensing – 327-8401
Crafts - 327-5397 │ Infrastructure/Right of Way - 327-3125 │ Permits - 327-5174 │ Zoning - 327-8696