

## Multi-tenant registration guidelines and procedures

This registration applies to all buildings that have more than one tenant space of which one of them is a dwelling unit. This can be two (2) or more dwelling units or a combination of a commercial space and a dwelling unit. The purpose is to identify the access door to each tenant space to aid in assistance in the event of an emergency such as medical, fire or police matters. The accompanying form can be completed, printed out and brought to the Clerk's Office at City Hall, 234 S. Main Street during normal business hours. A copy of the General Ordinance can be found [here](#).

1. Enter the property address of the structure having multiple tenants. Ex: 120 E. Main Street or 120/122 E. Main Street
2. Enter the owner information as it would show up in the Auditor's Office of Noble County.
3. If the ownership is anything other than an individual, then a responsible party shall be listed in the event that emergency contact is required.
4. The owner and responsible agent need to sign each page of the form prior to delivering to the Clerk's Office.
5. Complete the Tenant Unit information for each tenant space located in the structure. Use multiple sheets if required for structures containing more than four (4) units. Make sure to sign each sheet.
6. File completed form with the Clerk's Office.

After registration, the authorized representative of the City of Kendallville, typically the building official or fire inspector will visit the property to confirm the location of the access to each tenant space. After review, the owner will receive a statement for the Director of Planning and Zoning on the status of the property and any applicable conditions based on the Zoning Code of the City of Kendallville.

**City of Kendallville**  
**Multi-Tenant Dwelling Access and Contact Information Registration**

**Date Filed** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

Property Address: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(City, State, Zip Code)

Registration Fee @ \$25.00 per structure \$ **25.00**  
Number of Tenant Units in Structure: \_\_\_\_\_ x \$2.00 \$ \_\_\_\_\_  
**Total Due** \$ \_\_\_\_\_

**Responsible Agent Information**  
Agent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Agent Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(City, State, Zip Code)

I/We affirm that the information here is accurate and the responsible agent is authorized to act on behalf of the owner. As responsible agent, I affirm that I will act on behalf of the owner.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Responsible Agent

**Complete information for each tenant space within the structure**

Tenant Unit #: \_\_\_\_\_  
(Ex. Apt. A or Apt 1)  
Access to tenant space:  Exterior Door  Interior Hallway  
Location of Door:  Front  Side  Rear  
Tenant Space Location:  First Floor  Second Floor  Basement  Other

Tenant Unit #: \_\_\_\_\_  
(Ex. Apt. A or Apt 1)  
Access to tenant space:  Exterior Door  Interior Hallway  
Location of Door:  Front  Side  Rear  
Tenant Space Location:  First Floor  Second Floor  Basement  Other

Tenant Unit #: \_\_\_\_\_  
(Ex. Apt. A or Apt 1)  
Access to tenant space:  Exterior Door  Interior Hallway  
Location of Door:  Front  Side  Rear  
Tenant Space Location:  First Floor  Second Floor  Basement  Other

Tenant Unit #: \_\_\_\_\_  
(Ex. Apt. A or Apt 1)  
Access to tenant space:  Exterior Door  Interior Hallway  
Location of Door:  Front  Side  Rear  
Tenant Space Location:  First Floor  Second Floor  Basement  Other

(Attached additional sheets for additional tenant units in the same structure)