

◆ **RENTAL OCCUPANCY PERMITS**

Always review the Rental Occupancy Permit prior to signing a lease. The housing Property Maintenance Code (PMC) of Bloomington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance standards, basic equipment and facilities standards and is to be construed as to prevent unsafe living conditions for all. The Code requires that all rental properties in the city, with a few special exceptions, must be inspected and have valid Rental Occupancy Permits. The Permit has valuable information, and the owner of the property should have a copy posted in the unit.

The Rental Occupancy Permit will tell you:
⇒ The number of legal bedrooms.
⇒ The legal number of tenants allowed to occupy the unit.
⇒ Variance information. Some properties in Bloomington have been granted variance from the code. Many of these variances have conditions that must be met in order for the variance to be valid.
⇒ The date the property was last inspected and the date the permit expires.

CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE

- 1) The maximum occupant load for my unit is _____ / _____. (Number / Initial)
- 2) I have reviewed the Rental Occupancy Permit for the unit I am renting. _____ Initial



Do you know how to use a fire extinguisher?

Fire extinguishers can save lives if used properly.

◆ **A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.**

1. MOVE IN: An owner must arrange, with the tenant, a joint inspection of the unit within 10 days of occupancy. The owner and the tenant shall jointly complete an inventory and damage list. This shall be signed by all, duplicate copies shall be retained by all and shall be deemed part of the tenancy agreement.

2. MOVE OUT: The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days provided that the tenant provide the landlord a written forwarding address.

Tenants: if available and if not part of your existing lease, list your permanent or forwarding address here:



Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.

Note: Acting in good faith, if the owner is unable to schedule the inspection, he may show compliance by producing the following: a copy of a letter to the tenant stating the time and place of the inspection and a normal business record showing the letter was mailed to the tenant by first class mail at least two days prior to the inspection. The owner shall note on a signed and dated inspection report any damages which exceed normal wear and tear and retain that summary for a minimum of the present lease period and two subsequent lease periods, or for a period of four years, whichever is less.



Your unit should be clean when you move in and when you move out.

KNOW WHO TO CONTACT IF YOU HAVE PROBLEMS OR QUESTIONS

The code requires disclosure of who manages or owns the unit and their usual address. This information is to be kept current.

Owner/manager contact information:

Name _____
Address _____
Phone _____

◆ **PROBLEMS WITH THE RENTAL UNIT**

If you experience problems with your rental unit, call your landlord/agent and report the problem to them. Agree on a time by which the problem is to be rectified. If the problem is not rectified by the agreed time and the problem is a violation of the PMC, you may file a complaint with HAND at 349-3420. Complaints must be signed prior to an inspection being conducted. The complaint inspection shall be limited to the items complained about unless the officer finds the unit in such repair that a complete inspection is required to effectuate the code.

Following is a very brief summary of the Property Maintenance Code (PMC). If you want to review the complete code, it is on the World Wide Web at, www.city.bloomington.in.gov

Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

The PMC is divided into 7 Articles. A brief summary of those articles and how they apply to both property owners and tenants is outlined below.

Article 1; Administration and Enforcement

- * Scope and intent of the code: To protect rental occupants and the property they occupy.
- * Right of entry by inspector and the owner: Code allows the owner or agent the right to enter the property at reasonable times in order to comply with the PMC.
- * Right of appeal: Any person affected by the code may appeal to the Board of Housing Quality Appeals.

Article 2; Definitions

- * Article 2 defines all relevant terms used in the PMC.

Article 3; General Requirements

- * Regulates premises conditions, such as: Sanitation, grading, weeds and accessory structures.
- * The exterior and interior of the structure shall be maintained structurally sound, protect the occupants from the environment and be sanitary.

Article 4; Light, Ventilation and Space Requirements

- * Each unit shall meet minimum light and ventilation requirements. In general all spaces or rooms shall be provided sufficient light and vent so as not to endanger health and safety.
- * Each unit shall have minimum square footage requirements for each occupant. The minimum bedroom requirement is 70 sq. feet for 1 occupant or 50 sq. feet for each occupant thereof. (However, zoning restrictions may reduce total occupant load; see your permit for exact total.)

Article 5; Plumbing Facilities and Fixture Requirements

- * Each unit must include its own plumbing facilities which operate properly, can be used in privacy, are adequate for personal cleanliness and disposal of human waste and if provided, all kitchen fixtures shall function as indicated.

Article 6; Mechanical and Electrical Requirements

- * Sets the minimum requirement for heating and cooking equipment: All equipment shall function as it was designed and all units shall be capable of maintaining a room temperature of no less than 65 degrees.

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- * Sets minimum requirement for electrical systems and required outlets: Every habitable room shall contain no less than 2 separate outlets one of which may be switched. (one may be a ceiling fixture)

Article 7; Fire Safety Requirements

- ◆ Outlines emergency egress, fire resistance ratings and fire protection systems. Every sleeping room must have approved, direct means of egress/exit to the exterior.

Indiana State Code requires landlords to deliver their rental units to tenants equipped with functioning smoke detectors and for the tenants to acknowledge this in writing at the time they take over the property **by signing a Smoke Detector Compliance Form, found at www.bloomington.in.gov/ hand.** It is the tenants' responsibility to make sure the smoke detectors remain functional and are not disabled. It is the tenants' responsibility to replace batteries in the smoke detectors as necessary. If the tenants believe a smoke detector is not functioning properly, they must inform the landlord in writing by certified mail (return receipt requested) to rectify the situation. If the landlord fails to turn the property over with functioning smoke detectors, or does not rectify a problem with a smoke detector within seven (7) days of receipt of written notice by certified mail, then fines will be assessed against the landlord.

Bloomington Municipal Code Title 6 allows the City to issue tickets of up to \$50 for improper storage or disposal of trash. Title 6 also allows the City to issue tickets of up to \$50 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

Use this brochure!

This brochure should be filled out and signed by all parties. Copies of this summary and the joint inspection should be retained by all.

Date Signature/Tenant

Date Signature/Tenant

Date Signature/Tenant

Date Signature/Tenant

Date Signature/Tenant

Date Signature/Owner/Agent

Rental Information for Bloomington



**If you don't read anything else,
make sure you read this!**

TENANTS' AND OWNERS' RIGHTS AND RESPONSIBILITIES

**City of Bloomington Housing and
Neighborhood Development**

(HAND)

(812) 349-3420

P.O. Box 100

401 N. Morton St.

Bloomington IN 47402

Property address: _____