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4. Late Payments. Tenant agrees to make all payments on or before the due date. Failure to do so causes Landlord to incur damages in the form of added administrative expense and time, in an amount which is uncertain. Accordingly, Tenant agrees that it is reasonable for the Landlord to charge a fee in the form of liquidated damages. In the event that any balance (i.e. rent installment, service work order, utility, etc.) is not paid in full on or before its due date, then Tenant agrees to pay a late payment fee in the amount of Ten Dollars (\$10.00) for each day that said balance remains unpaid, up to a maximum amount of Seventy Dollars (\$70.00) for each such balance. A bad check constitutes nonpayment and an NSF fee of Thirty-Five Dollars (\$35.00) will be charged in addition to any applicable late fees. Landlord reserves the right to accept only certified funds after one (1) Tenant check has been returned unpaid by the bank.
5. Non-Refundable Move-In Fee; Damage to Premises. Tenant agrees to pay a Non-Refundable Move-In Fee of \$100.00, on or before the date set forth above, to cover certain costs associated with the Premises, including but not limited to: changing locks prior to move-in, updating mailboxes, application processing costs, administrative costs, general expenses associated with preparing or maintaining the Premises, and/or other incidentals. Landlord and Tenant agree that Tenant will not pay a security deposit for the Premises. Tenant agrees to take good care of the Premises throughout the Lease Term (as described in more detail in Section 8 below), reasonable wear and tear excepted. In the event that Tenant fails to pay any or all amount(s) that are due under this Lease, in the event that Tenant causes or allows damage to the Premises that exceeds ordinary wear and tear, in the event that Tenant's actions or inactions necessitate cleaning costs that exceed ordinary wear and tear, and/or in the event that Tenant owes any other sum(s) to Landlord for any reason hereunder, then Tenant agrees to make payment to Landlord, which shall include but not be limited to the following:
- A. Damage(s): The cost associated with contracting for and the payment of any repairs, replacements, repainting (necessitated in association with wall repair of any hole or wall damage, cleaning and other such expenses relating to the Premises, fixtures, appliances, systems and furniture (if applicable) incurred by the Landlord as a result of Tenant's actions, excepting normal wear and tear, shall be assessed to Tenant.
 - B. General Cleaning: In the event that Tenant's actions or inactions necessitate general cleaning in a manner that exceeds ordinary wear and tear, then Landlord may bill to Tenant, and Tenant agrees to pay to Landlord, the contractor price to perform the general cleaning.
 - C. Painting Fee: For any painting and/or wall repairs needed in association with nail holes larger than a pinhole or tack, adhesive strips, scuffs, scrapes, marks, dents, dings, and/or any other damages that exceed ordinary wear and tear, Tenant agrees to pay for all such painting and/or repairs.
 - D. Door lock change: The sum of Forty Dollars (\$ 40.00) shall be charged to Tenant if the locks must be changed prior to the end of the Lease Term.
 - E. Rent and Late Fees: Any unpaid rent, late fees, bad check fees or portions thereof, as provided by the terms of this Lease shall be assessed to Tenant.
 - F. Utilities/City Fines: The cost of any unpaid City of Bloomington Tenant fines or invoices for utilities for which the Tenant is responsible and which are left unpaid at the termination of this Lease will be assessed to Tenant (i.e. Tenant is responsible for the cost of all applicable utilities and fines for the entire Lease term).
 - G. Abandoned Property and Debris: The cost of disposing of any abandoned property or debris left in or around the Premises after Tenant has vacated the Premises will be assessed to Tenant.
 - H. Legal Fees: Tenant agrees to pay the cost of any attorney fees, court costs, discovery costs or other such costs incurred by Landlord as a result of Tenant's breach of any term of this Lease, or the defense of any lawsuit in which Landlord is deemed not in breach.
 - I. Failure to Pay First Rent Installment: If Tenant fails to pay in full the first rent installment by the due date listed in Section 2 of this Lease, then: (i) Landlord shall have no obligation to give Tenant possession of the Premises, (ii) Landlord may cancel, rescind, and/or terminate this Lease by giving written notice thereof to Tenant by mail and/or email, which shall be effective as of the date and time that said notice is sent by Landlord, (iii) Landlord may keep any portion of the first rent installment that Tenant has paid, if applicable, (iv) all future rents due under this Lease shall be automatically accelerated without notice and immediately due and payable, and/or (v) Landlord may terminate Tenant's right of occupancy and sue for damages, future rents, re-letting costs, attorney fees, court costs, and/or other lawful charges.
 - J. Failure to Move In / Non-Consummated Lease: If Tenant fails to consummate this lease, fails to move in, and/or fails to take possession of the Premises within three (3) days of the beginning of the Lease Term without the prior written approval of Landlord, then: (i)

The relief available to Landlord pursuant to this Section 2 (and/or in Section 21 below and/or anywhere else in this Lease) shall be cumulative (and not exclusive) of all relief otherwise available to Landlord pursuant to this Lease, at law, and/or in equity. No exercise or enforcement of Landlord's rights in this Section (and/or in Section 21 below and/or elsewhere in this Lease) shall be held to exhaust any other right or remedy of Landlord hereunder or at law or in equity. For instance, no exercise or enforcement of Landlord's right to keep all or any portion of the first rent installment pursuant to the preceding paragraphs shall be held to exhaust any other right or remedy of Landlord hereunder or at law or in equity—including but not limited to Landlord's right to collect rent for the remainder of the Lease Term.

6. Inspections. An inspection shall be performed upon both move-in and move-out, as specified by Landlord. An inspection report and inventory shall be completed at move-in, describing the condition of the Premises. The inspection report and inventory shall be made a part of this Lease. A move-out inspection and inspection report and inventory shall also be prepared when the Lease terminates, as specified by the Landlord. Any damage to the Premises caused by an act or omission of Tenant (or guest or invitee of Tenant) and not identified on the move-in inspection report and/or inventory shall be the Tenant's responsibility. Tenant's possession of the Premises indicates Tenant's acceptance of the Premises in an "as-is" condition.

8. **Upkeep.** Tenant agrees, during the term of this Lease, to take good care of the Premises, its fixtures, appliances and equipment. Tenant agrees to keep the Premises, at Tenant's sole cost and expense, in a clean, aesthetically pleasing and sanitary condition. Tenant agrees to take appropriate precaution against the presence of insects, bugs and vermin (Landlord is not responsible for and this Lease will not be affected by the presence of insects, bugs and vermin but Landlord will arrange for treatment, if necessary, at Tenant's cost). Tenant agrees to promptly notify Landlord of any damage or need for repairs to the Premises. Tenant agrees to refrain from activity in or around the Premises that could damage or decrease the value of the Premises. Tenant agrees to place all trash in suitable containers and dispose of said trash in the area designated for disposal. **At the termination of this Lease, Tenant agrees to return the Premises to Landlord in the same condition as received by Tenant.** Tenant agrees to be responsible for any loss or damage caused by an act or omission of Tenant or any other person that Tenant permits to be in or around the Premises.

9. Utilities. Tenant agrees to place all applicable utilities to Premises in the name of Tenant prior to the Lease start date and to leave all such utilities in Tenant's name for the entire duration of the Lease. Failure to do so may result in the Premises being without utilities upon Tenant's move-in. In the event that Tenant fails to honor the aforementioned obligation regarding the placement of utilities in Tenant's name and Landlord is billed for utilities used during the Lease term, then Landlord may charge Tenant an administrative fee of Thirty Dollars (\$30.00) per occurrence. Tenant also agrees to pay for all such

utilities within ten (10) days of such notice. Tenant agrees that Landlord shall not be responsible for any failure in utility service arising from causes beyond Landlord's reasonable control. Utility provider information is as follows:

Duke (Electric)	800.521.2232
City of Bloomington Utilities (Water/Sewer)	812.339.1444

10. Access. Tenant shall permit Landlord or Landlord's agents and employees to enter the Premises during all reasonable hours to examine and protect the Premises, to show the Premises to prospective buyers or renters, to make repairs, additions, alterations, preventive maintenance or treatment and for any other reasonable necessity requiring such entry. Landlord will attempt to give Tenant reasonable notice of any such intended entry into the Premises, when possible. Landlord may enter the premises at any time in the event that Landlord determines that an emergency or other situation exists which requires immediate attention. Tenant may not add/change interior door locks without Landlord's consent.

11. Maintenance. Landlord agrees to keep the Premises, including any furniture and appliances furnished, in reasonable repair during the term of this Lease. Tenant agrees to promptly report the need for maintenance to Landlord, including emergency maintenance. Tenant must promptly report to Landlord any dampness, water leaks, mold, and/or any other moisture-related problem at the Premises. When the need for maintenance has been caused by the willful or irresponsible conduct of Tenant or any other person that Tenant permits to be in or around the Premises, Landlord will repair the Premises on account for Tenant. The cost of any such repair work necessitated by Tenant or any other person that Tenant permits to be in or around the Premises shall be billed to Tenant and paid by Tenant within ten (10) days of such billing. Further terms and conditions regarding the maintenance of the Premises are as follows:

- A. Tenant Negligence. Tenant accepts and understands that Tenant will be responsible for charges associated with the Landlord's maintenance, repair or replacement caused by Tenant negligence, including but not limited to, such items as stopped-up stools, malfunctioning garbage disposals due to improperly disposed items (such as glass, coins, bottle caps, silverware, excessive food product, etc.), damage caused by running the dishwasher with stopped-up sink, improper use of appliances, damaged locks, lost mail keys (to be charged at the rate of Forty Dollars (\$40.00) per key), holes in the walls and ceiling, excess moisture (i.e. sloppy showering), burned out light bulbs and other such items. Labor for Landlord's maintenance staff is charged at the rate of Thirty Dollars (\$30.00) per occurrence for work completed during normal business hours and Fifty Dollars (\$50.00) per occurrence for work completed during times outside normal business hours (weekends, evenings, etc.). In the event that Tenant fails to make payment for such maintenance within ten (10) days, said amount shall be subject to interest at the rate of eighteen percent (18%) per annum, or Ten Dollars (\$10.00) per day as described in paragraph 4, at the discretion of Landlord.

- B. Excessive Utilities. Landlord shall not be responsible to Tenant for reimbursement of excessive water/sewer bills due to running or overflowed stools, busted pipes or faucets, the reimbursement of excessive electric bills resulting from open or broken doors or windows, or other such charges. It is Tenant's responsibility to promptly report the need for the maintenance of such items to Landlord.

- C. Securing Premises. Tenant agrees to take appropriate precaution against unauthorized entry into the Premises by locking and securing doors and windows. Tenant agrees to promptly report doors and windows that will not lock to Landlord.

- D. No Reduction in Rent. Tenant agrees that no reduction of rent shall be claimed or allowed to Tenant due to any inconvenience or discomfort arising as a consequence of any maintenance, repair or replacement made in or around the Premises when such maintenance, repair or replacement is beyond the reasonable control of Landlord.

12. Personal Property. Tenant is responsible for obtaining and maintaining insurance on Tenant's personal property. Landlord is not responsible or liable in any way for damage or loss to Tenant's personal property. Landlord advises Tenant to obtain renters insurance. Any personal property left in the Premises after the termination of this Lease for any reason shall be deemed abandoned. Tenant hereby authorizes Landlord to dispose of any such personal property and Tenant hereby expressly releases Landlord from any and all liabilities and claims for damages.

- G. Reasonable Notice and Postings. Reasonable notice and or balance statements will be posted via one or more of the following: Premises front door, Tenant voicemail, Tenant e-mail and/or Tenant text message. Tenant is responsible for providing Landlord with updated contact information.
- H. Trash Service: Landlord will provide private trash service where permissible by the City of Bloomington. If private trash service is not permitted at Premises by the City of Bloomington Tenant is responsible for proper disposal and the cost of any such disposal.

EXHIBIT A: RULES AND REGULATIONS

The following Rules and Regulations ("Rules"), as referenced on page 3, paragraph 7 of this Lease, must be observed and followed by Tenant, as such Rules help to ensure that Tenant has the opportunity to reside in a pleasant and orderly community.

- A. The sidewalks, courts, entry passages, halls, stairways, decks, and patios shall not be obstructed by any means by Tenant, or used for any purpose other than that of entry or non-destructive enjoyment.
- B. No trash, bags, etc. shall be left outside of Tenant's door, hallway, stairway, entry passages, courts, sidewalks, etc. Trash shall be disposed of immediately in the dumpsters provided.
- C. The front porches, patios, and decks are not common areas and shall only be used by the Tenant of the attached unit or guests of such Tenant.
- D. Tenant and their guests shall maintain order in the building and shall not make or permit any improper noises or conduct, etc. in the building or interfere in any way with other Tenants or those having business with them.
- E. The use of all pianos, radios, television sets, stereos, etc. and other sound or musical devices shall be kept at a low sound level as not to be heard outside the unit.
- F. Landlord acknowledges Tenant's right to have parties provided the Tenant conducts said parties in good order and destructive behavior is avoided. The number of persons on a floor or deck must conform to safety codes and safety standards established by courtesy patrol and law enforcement officers.
- G. No vehicles—motorbikes, bicycles, etc.—shall be allowed in the corridors, halls, or elsewhere in the building or on sidewalks, and Landlord reserves the right to remove any and all objectionable items and nuisances. Parking for these shall be in the parking area only.
- H. Nothing shall be thrown out of the windows or doors, or down the passages, stairways, etc of the building or unit by Tenant or guest of Tenant.
- I. The bathroom and kitchen facilities, sinks drains, bathtub drains, etc. shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, tampons, ashes, sanitary napkins, paper towels, grease or other substances, etc. shall be thrown or deposited therein. Violation shall constitute the Tenant being charged for repairs resulting from these violations as set forth in the Lease.
- J. Any damage resulting to any part of the Premises, including appliances, sinks, bathtubs, showers, fixtures, walls, woodwork, carpeting, stairways, siding, balconies, closets, flooring, windows, window coverings, furnace, air conditioner, hot water heater, garbage disposal, etc. from misuse, or negligence shall be paid for by the Tenant per the terms of the Lease.
- K. Unit damage from the weather by means of open doors or windows shall be paid for by the Tenant consistent with the terms of the Lease.
- L. No painting or wall papering shall be done or alterations made to any part of the Premises by putting up or changing any partition, door or window, and no nailing, boring or screwing into the woodwork or walls shall be used to hang pictures. Tenant may use small nails, tacks, or adhesive strips to hang pictures, but Tenant must remove any and all such items before the end of the Lease Term. Violation shall result in Tenant paying for correction of the violations, including painting, per the terms of the Lease.
- M. All glass, locks, trimmings, etc. in or on the doors, walls, and windows, etc. belonging to the building shall be kept whole, and whenever any part thereof shall be broken, the same shall immediately be reported for repair and the Tenant shall be responsible for the cost of the repair, which is to be paid as set forth within the Lease..
- N. One key for the entry door will be provided for each Tenant to the Lease. If you become locked out of the Premises after business hours or on weekends, you will need to call J & S Locksmith at (812) 332-4533. Identification is required for re-entry purposes. The service is available at no charge during normal business hours through the Varsity Properties office.

- O. Any change of locks by the Tenant is prohibited. Lock changes may be handled through the office of the Landlord only. Cost of the lock and labor for the installation is to be paid by the Tenant to the Landlord as the labor rates set forth within the Lease.
- P. Should Tenant be in default with respect to any rule stated herein, Landlord will provide notice of said violation to Tenant. If the Tenant does not immediately correct the violation, the Tenant may be fined up to \$25 per day so long as the violation continues. Fines shall become a charge to the Tenant and shall be payable by the terms set forth within the Lease. If Landlord issues three (3) or more notices of Rule violations to Tenant, the Landlord may terminate the Lease and the full amount due for the remainder of the Lease along with any and all additional charges for fines and expenses shall become immediately due as set forth within the Lease. Each different violation shall be handled as a separate violation and shall be charged per violation occurrence. Remedies for fines may also be adjudicated in small claims court.
- Q. Tenant agrees to use reasonable efforts to reduce any loss resulting from spoiled food in the event that the refrigerator in Tenant's unit fails (i.e., storing temperature sensitive food items in a neighbor's refrigerator or a cooler, etc.)
- R. Specific rules regarding vehicle parking for Tenant and Tenant's guests shall be enforced at the time parking permits are distributed. The general guidelines are as follows, but specific instructions may also be issued when permits are distributed.
- All Tenants of the complex who have a car must fill out an application for a parking permit. Vehicles not displaying an official parking permit will be towed at vehicle owner's expense. Parking regulations shall be enforced at all times per instructions issued with the permit.
 - Once the parking permit is issued, Tenant will be on file regarding name, address, unit number, car make and model, license number, etc. Parking permits are non-transferable.
 - Only one permit per each Tenant on the Lease will be issued. A copy of the Lease is needed to verify that you are a resident. No extra permits will be issued.
 - Properly affix your parking permit on the driver's side at the bottom of the front windshield on a permanent basis.
 - In the event that the Tenant should need to replace their parking permit, and the original permit is not returned for any reason, replacement permits will cost \$100.00.
 - Each year a new parking permit will be issued.
 - Because of the large number of residents' cars in the complex, it is not possible to issue and monitor visitor's permits. Therefore, the Landlord suggests that visitor's park in visitors' parking spaces only. Remember, cars not displaying a parking permit will be towed from the complex parking areas. During football games and other major events at the Memorial stadium or Assembly Hall, the entrance to the complex may be blocked and only cars with permits will be allowed to enter the complex.
 - All parked cars may be relocated via tow truck following notice for the purpose of asphalt repair, snow removal, parking lot improvements/painting, construction, etc.

EXHIBIT B: CLEANING AND MOVE-OUT PROCEDURESCLEANING AND REPAIR CHARGES

In the event that Tenant's actions or inactions require cleaning and/or repair charges that exceed ordinary wear and tear, Landlord will bill Tenant to cover such cost.

MOVE-OUT PROCEDURES

At or shortly prior to move-out, Tenant shall clean the premises—including but not limited to the cleaning items set forth below—and return the Premises to Landlord in a clean and sanitary condition.

Kitchen

1. Clean under, behind, and sides of stove and refrigerator.
2. Clean the top of refrigerator. Clean walls and floor behind and under stove and refrigerator.
3. Refrigerator should be emptied, defrosted, and cleaned. If leaving unit weeks or months prior to lease-end date, refrigerator should be turned off (unplugged) with doors propped open.
4. Range and vent hood should be cleaned and free of debris, grease, and all marks/stains, including cleaning residues.
5. Interior and exterior cleaning of dishwasher, which must be in working order.
6. Garbage disposal must be in working condition.
7. Cabinets need to be completely emptied and cleaned inside and out.
8. Countertops and sink areas must be cleared and cleaned.
9. Kitchen floor cleaned.

Bathroom

10. Bathtub sink, shower, and toilet cleaned and in good working condition.
11. Medicine cabinet other cabinets emptied and cleaned.
12. Sink should be free of dirt, grime, soap scum, mildew, and mold, and must be free of cleaning residue.
13. Towel racks, shower rods, and other bath hardware needs to be intact and cleaned.
14. Floor must be cleaned.

All personal items will need to be removed from the Premises upon move out.

573		
574		
575	(Signature)	(Permanent Street Address)
576		
577	(Printed Name)	(City, State, Zip Code)
578		
579	(Cell Phone Number)	(School E-Mail Address)
580		
581	(Date)	(Parent's E-Mail Address)
582		
583		
584	(Signature)	(Permanent Street Address)
585		
586	(Printed Name)	(City, State, Zip Code)
587		
588	(Cell Phone Number)	(School E-Mail Address)
589		
590	(Date)	(Parent's E-Mail Address)
591		
592		Permanent Street Address
593	(Signature)	(Permanent Street Address)
594	Mohit Mathrani	City, State, Zip
595	(Printed Name)	(City, State, Zip Code)
596	Cell Phone Number	mohitmathrani18@gmail.com
597	(Cell Phone Number)	(School E-Mail Address)
598		mohitmathrani18@gmail.com
599	(Date)	(Parent's E-Mail Address)
600		
601		
602	(Signature)	(Permanent Street Address)
603		
604	(Printed Name)	(City, State, Zip Code)
605		
606	(Cell Phone Number)	(School E-Mail Address)
607		
608	(Date)	(Parent's E-Mail Address)
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610		
611	(Signature)	(Permanent Street Address)
612		
613	(Printed Name)	(City, State, Zip Code)
614		
615	(Cell Phone Number)	(School E-Mail Address)
616		
617	(Date)	(Parent's E-Mail Address)

620
621 **VARSITY PROPERTIES**

622
623 By: _____ 2015 N. Dunn St., Bloomington, IN 47408
624 (Agent for Landlord) 812.334.0333

♦ RENTAL OCCUPANCY PERMITS

Always review the Rental Occupancy Permit prior to signing a lease. The Permit has valuable information, and the owner of the property should have a copy posted in the unit. 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 5 / _____. (Number / Initial)
- 2) I have reviewed the **Rental Occupancy Permit** for the unit I am renting. _____ (initial)

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	_____ Tenant's signature
_____ Date	_____ Tenant's signature
_____ Date	_____ Tenant's signature
_____ Date	_____ Tenant's signature
_____ Date	_____ Tenant's signature
_____ Date	_____ OWNER/AGENT'S SIGNATURE

♦ A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.

BMC 16.03.050

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:

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 Varsity Properties

Address 2015 N. Dunn Street

Phone 812-334-0333

♦ 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 Residential Rental Unit and Lodging Establishment Inspection Program, 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 Residential Rental Unit and Lodging Establishment Inspection Program. If you want to review the complete code, it is on the Web at www.bloomington.in.gov/documents/viewDocument.php?document_id=7255

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

Title XVI of the Bloomington Municipal Code exists to protect public health, safety and welfare; to protect the character and stability of neighborhoods and the downtown; to assist in elimination of blight; and to regulate and license the commercial business of letting properties to ensure the stability of approximately 60% of the City's housing stock. 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.

Title XVI of the Bloomington Municipal Code, Residential Rental Unit and Lodging Establishment Inspection Program, is divided into chapters. A brief summary of those chapters and how they apply to both property owners and tenants is outlined below.

Chapter 1; Ordinance Foundation

- * Scope and intent of the code: To protect rental occupants and the property they occupy.
- * Jurisdiction of the code.
- * HAND Department is responsible for the enforcement of this Title.

Chapter 2; Definitions

- * Article 2 defines all relevant terms used in the Residential Rental Unit and Lodging Establishment Inspection Program .

Chapter 3; Administration of Residential Rental Units

- * Registration of rental units and occupancy permits required
- * Inspection of rental units required
- * Inventory & Damage List required
- * Fees for the Inspection program

Chapter 4; Property Maintenance

- * Governs the minimum conditions and responsibilities of persons for the maintenance of residential rental unit sand their premises
- * Exterior property areas and the exterior structure and its accessory structures must be clean, safe and sanitary
- * Interior structure and all equipment must be clean, safe, and sanitary, and in good repair; equipment shall be maintained.
- * Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered and done in accordance with any applicable rules or regulations established by the United States' Environmental Protection Agency or the Indiana Department of Environmental Management.
- * Tenants shall keep the interior free of rubbish or garbage, and shall dispose of such rubbish or garbage in approved containers.
- * Extermination/Pest Control: Residential rental units shall be kept free from pests.

Chapter 5; Lodging Establishments

- * Right of HAND to inspect a lodging establishment following a written and signed request; or probable cause by Director to believe the lodging establishment is in violation of this Title.

Continued →

Chapter 7; Smoke Detectors for Residential Units (for effective dates, see BMC 16.07.090)

- * Outlines requirements for smoke detectors in residential rental units

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 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.



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

Chapter 10; Enforcement, Penalties, Appeals and Variances

- * Any person directly affected by a decision of the Director or order issued under this Title, and related to a residential rental unit, shall have the right to appeal to the Board of Housing Quality Appeals.



Bloomington Municipal Code Title 6 allows the City to issue tickets of up to \$150 for improper storage or disposal of trash. Title 6 also allows the City to issue tickets of up to \$150 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

RECYCLING COLLECTION IS FREE!

City of Bloomington Sanitation Department collects plastics #1-7 ; paper and cardboard; metal and aluminum; and glass. Recycling is picked up every other week on your regular collection day.

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: _____

Revised January 31, 2013

Smoke Detector Compliance Form

Property Address: _____

LANDLORD:

Owner(s) of Property:

Managing Agent (if applicable):

TENANT(S):

Printed:

Signed:

Mohit Mathrani

Date: _____

Tenants are required to sign off on working smoke detectors

Indiana Code 32-31-5-7 requires that (a) at the time the landlord delivers a rental unit to a tenant, the landlord shall require the tenant to acknowledge in writing that the rental unit is equipped with a functional smoke detector, and (b) neither the landlord nor the tenant may waive, in a rental agreement or a separate writing, the requirements under IC 22-11-18-3.5.

Indiana Code 22-11-18-3.5 details the installation of smoke detectors according to code.

Indiana Code 32-31-7-5 requires the tenant to ensure that each smoke detector installed in the tenant's rental unit remains functional and is not disabled. If the smoke detector is battery operated, the tenant shall replace batteries in the smoke detector as necessary. If the smoke detector is hard wired into the rental unit's electrical system, and the tenant believes that the smoke detector is not functional, the tenant shall provide notice to the landlord by written notification of the need to replace or repair the smoke detector

A landlord who violates Indiana Code 22-11-18-3.5 (1) at the time the landlord delivers a rental unit to a tenant, or (2) if the smoke detector is wired into the rental unit's electrical system, by failing to repair or replace the inoperable smoke detector not later than seven (7) days after receiving written notice by certified mail (return receipt requested, of the need to repair or replace the inoperable smoke detector), commits a Class B infraction (up to a \$1,000 fine). However, the offense is a Class A infraction (up to a \$10,000 fine) if the landlord has a prior violation for an offense under this section.