

# COMMON AREA MINIMUM STANDARDS

(applies to apartment buildings)

## ■ Interior Surfaces

- Clean & sanitary
- No damaged walls, ceilings or floors

## ■ Lighting

- Adequately lighted halls & stairways at all times

## ■ Stairways / Handrails / Guardrails / Ramps

- Firmly fastened and capable of supporting normally imposed loads

## ■ Floor Coverings

- Clean and sanitary, with no rips, tears, breaks or damage

## ■ Doors / Windows / Skylights / Frames

- In good condition, tightly fitted and weathertight
- Entrances to dwelling, rooming and guest units tightly secured by locks

## ■ Electrical

- Properly installed wiring and fixtures free from deterioration or damage

## ■ Infestation

- Free from insect and rodent infestation

**Inspectors will not look for cosmetic repairs. Normal wear and tear is expected.**

Component descriptions were referenced from International Property Maintenance Code.

## For Your Records

Date of Inspection: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

Inspector Phone: \_\_\_\_\_

Items to Repair: \_\_\_\_\_

Next Reinspection Date: \_\_\_\_\_

Notes:

**Inspection Reports and Certificate of Rental Safety will be mailed to the owner of record within 10 business days. Tenants may request a copy of the Inspection Report.**

### Contact Information

Neighborhood Health & Housing  
13th Floor County-City Building  
227 W. Jefferson Blvd.  
South Bend, IN 46601  
311 or 574-233-0311

Office Hours:  
Monday - Friday  
8:00 AM - 5:00 PM



## Rental Safety Verification Program

## INSPECTION STANDARDS

Department of Community Investment  
Neighborhood Health & Housing

City of South Bend

## EXTERIOR MINIMUM STANDARDS

- Structural / Foundation**
  - Structurally sound and capable of supporting the imposed loads
  - Plumb and free from open cracks and breaks
- Walls**
  - Free from holes, breaks, and loose or rotting material
  - Weatherproof and properly surface coated
- Roof / Overhang / Flashing / Gutters**
  - Sound, tight and weatherproof with adequate roof drainage
- Chimneys**
  - In good repair & maintained structurally
- Stairways / Handrails / Guardrails / Porches / Decks**
  - Firmly fastened and capable of supporting normally imposed loads
- Windows / Doors / Frames / Screens / Basement Hatchways**
  - In good condition, tightly fitted and weathertight
  - Entrances to dwelling, rooming and guest units tightly secured by locks
  - Self-closing device in good working condition for every swinging door
  - Prevent the entrance of rodents, rain and surface drainage water

**See Indiana Code, Title 32, Article 31 for in-depth information on Tenant-Landlord relations.**

<http://iga.in.gov/legislative/laws/2016/ic/titles/032/>

## INTERIOR MINIMUM STANDARDS

- Interior Surfaces**
  - Clean & sanitary conditions
  - No peeling or chipping paint
  - No defective surface conditions such as mold
- Wall / Floor / Ceiling Conditions**
  - No excessively damaged areas such as: cracking, holes, sagging, tears, buckling, water damage, peeling, mobility hazards
- Plumbing**
  - Adequate water pressure with no leaks
  - Required fixtures and traps properly installed, and operable - including: tub/shower, toilet, bathroom and kitchen sinks
  - Properly connected fixtures to a public water system or an approved private system
- Electrical**
  - Properly installed electrical equipment, fixtures, outlets, wiring and appliances
  - No deteriorated or damaged wiring and fixtures
- Heating & Ventilation**
  - Supplied heat to maintain 68 degrees in habitable rooms and bathrooms
  - Properly installed furnace and ductwork
  - Proper ventilation source in bathrooms
- Utilities**
  - Active water, gas and electric for occupied units
- Infestation**
  - No insect or rodent infestation

## INTERIOR MINIMUM STANDARDS

- Fire Safety**
  - Minimum one smoke alarm per level, properly installed, in functional condition & not beyond service life
  - No basement habitation without proper egress
  - Safe, unobstructed and clear path to public way
  - Readily openable egress doors not requiring keys, special knowledge or effort
  - No fire hazard due to occupancy arrangement
- Windows and Doors**
  - At least 1 window in every habitable space that is easily opened & capable of being held in place by window hardware
  - Doors and jambs are in good condition
- Hot Water**
  - Properly installed, vented and operational water heater
- Structural**
  - Sound structural members capable of supporting imposed loads
- Stairways / Handrails**
  - In good condition and in good repair
  - Firmly attached guards and handrails
- Mechanical Equipment**
  - Properly installed and in working condition cooking equipment, water heater & furnace
  - All fuel-burning equipment & appliances are connected to an approved chimney or vent