

# COMMON AREA MINIMUM STANDARDS

(applies to buildings with more than one unit)

## ■ Interior Surfaces

- Clean & sanitary
- No damaged walls, ceilings or floors
- Floor coverings clean and sanitary, with no rips, tears, breaks or damage

## ■ Lighting

- Adequately lighted halls & stairways at all times

## ■ Stairways / Handrails / Guardrails / Ramps

- Firmly fastened and capable of supporting normally imposed loads
- Firmly attached guards and handrails

## ■ 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.**

The Rental Safety Verification Program (RSVP) is designed to ensure rental units in the City of South Bend meet the minimum property standards based on the International Property Maintenance Code, as defined by the RSVP Inspection Standards.

The provisions in the RSVP Ordinance and RSVP Inspection Standards shall not be construed to prevent the enforcement of other ordinances or regulations which prescribe stricter standards and/or additional requirements.

## 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  
574-235-9586

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



## 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
  - Firmly attached guards and handrails
- 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.**  
<https://iga.in.gov/legislative/laws/2019/ic/titles/032#32-31>

# INTERIOR MINIMUM STANDARDS

- Wall / Floor / Ceiling Conditions**
  - No excessively damaged areas such as: cracking, holes, sagging, tears, buckling, water damage, peeling, mobility hazards
  - No peeling or chipping paint
  - No defective surface conditions
- 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
  - Properly installed, vented and operational water heater
- 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
- Occupancy Limitations**
  - Spaces in unit meet minimum dimension requirements
  - Use, facilities, and access in unit

# 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
- 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
  - Emergency escape and rescue openings are required in basement, habitable attics, and every sleeping room.
- 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 a chimney or vent per manufactures instructions
- Identified Hazards**
  - Identified hazards that could negatively impact life or safety