WHAT HAPPENS?

The tenant, property manager or owner contacts Neighborhood Health & Housing to schedule the inspection.

The inspector will arrive and begin the inspection - which includes taking photos.

If the property does not pass inspection, the property owner/agent will be notified of violations, provided time to make repairs, and required to schedule a reinspection.

The reinspection will follow the same process until property meets minimum standards.

Call 574-235-9586 to schedule your inspection!



ABOUT US

The City of South Bend's
Department of Community
Investment works to create a
stronger South Bend where
residents and businesses can
thrive. The Neighborhood Health &
Housing team provides programs
and services focused on facilitating
the development of, and supporting
efforts to, make quality affordable
housing available to the
community.

CONTACT US

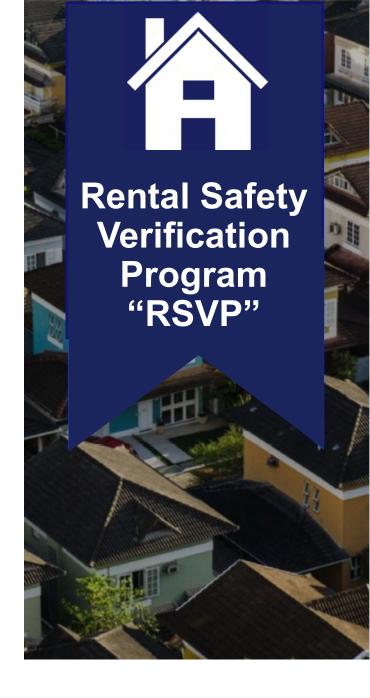
574-235-9586

https://southbendin.gov/rsvp

VISIT

13th Floor, County-City Building 227 W. Jefferson Blvd. South Bend, IN 46601

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



Department of Community Investment Neighborhood Health & Housing

City of South Bend

WHAT IS RSVP?

The Rental Safety Verification
Program promotes the health and
safety of rental homes and units in the
City by requiring that rental properties
meet minimum standards of property
maintenance.

Rentals that meet these standards are issued an Inspection Certificate to show the property is compliant with all applicable building and housing code and ordinance requirements.

For more information, please see our website: https://southbendin.gov/rsvp

Unaddressed housing violation complaints may be made to the Neighborhood Health & Housing any time. To initiate an inspection call 574-235-9586.



Repair requests should first be made to the owner or property manager to give him/her the opportunity to make repairs before contacting Neighborhood Health & Housing.

PREPARING FOR INSPECTION

1. SCHEDULE INSPECTION

The property manager, owner or tenant will schedule the inspection with Neighborhood Health & Housing and provide notice to the occupants (if applicable).

2. PREPARE THE HOME

Occupants should inform owners of any issues with the home.

Owners will need to make any needed repairs before inspection. This will reduce the number of inspections required.

Put away any personal items you do not want the Inspector to see prior to inspection.

3. ACCESS TO THE HOME

The owner or designated agent must be present for the inspection. Occupants are encouraged to be present during inspection.

On the day of inspection, clear any pathways that could prevent the inspector from entering all areas of the home.

4. CRATE / SEPARATE PETS

Inspectors need access to all rooms so please identify a secure location to keep pets during the inspection that does not prohibit access.

THE INSPECTION

During the inspection, the inspector will look inside and outside of the home / unit to check if the rental meets minimum standards as defined by the International Property

Maintenance Code.

The inspector will inspect every room in the house or unit as well as any common areas (applicable to apartment buildings)

The inspector will have use of a reference checklist for minimum housing standards as a guide.

To download and use a sample of the Inspection Guideline to prepare for your inspection, please visit our website:

https://southbendin.gov/rsvp

Inspectors will NOT:

- Look in your dressers or other furnishings
- Touch personal items unless they are blocking access to areas of inspection
- Ask about your immigration status