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RENTAL UNIT INSPECTION GUIDE

CITY OF AURORA – RENTAL REGISTRATION PROGRAM

Scheduling an Inspection

Unless property owners or authorized property managers (as recognized on the Rental Registration Form) call in advance to schedule a rental unit inspection, the Rental Unit Inspector, or his or her designee, will contact the property owner(s) or authorized property manager of the Inspector's intent to perform an inspection approximately 31 days in advance of an anticipated inspection. Once contacted by the Rental Inspector, all inspections must be coordinated within the 31-day time period. The Inspector may be contacted by email at Inspector-RentalProgram@aurora.in.us, or by phone at (812) 926-1777. *** Regardless of how the inspection is scheduled, full payment for the City's Rental Inspection (\$125 base fee + \$25 per residential unit) must be received by the City Clerk-Treasurer's Office at least 4 days prior to the planned inspection.**

Inspections will not be performed on weekends, holidays, or outside of normal working hours (8:30am to 4:30pm). When scheduling an inspection, please provide the following information: property owner name(s) / type of inspection / address / subdivision (if applicable) / date and time requested for inspection.

Only the property owner(s) or his or her authorized representative may be present during an inspection by the City's Rental Unit Inspector. A tenant may **NOT** be present for the inspection unless he or she is the authorized representative acknowledged on the Rental Registration Form submitted to the City's Rental Unit Inspector. Once an inspection is scheduled, the owner or the owner's representative and the occupants shall be entitled to 72 hours written notice from the inspection officer prior to conducting the inspection. In the event that the owner, or the tenant if occupied, refuses to allow the inspection officer to conduct the inspection, the inspection officer shall apply for a warrant to make the inspection and any additional costs involved will be incurred by the property owner.

Please note: To check if your rental unit(s) can be exempted from inspection from the City's Rental Unit Inspector, please contact the Inspector directly and discuss / refer to Section 90.050 of the City Code of Ordinances, which may be found online at: http://www.amlegal.com/codes/client/aurora_in/

Cancellation of an Inspection

If you need to cancel an inspection on the day it is to scheduled occur, you **MUST** contact the Rental Unit Inspector by email at Inspector-RentalProgram@aurora.in.us, or by phone at (812) 926-1777 at least 1 day prior to the inspection. Please provide the following information: property owner name(s) / type of inspection / address / subdivision (if applicable) / date and time requested for inspection. *Failure to cancel an inspection in the prescribed policy outlined in this section may result in a \$25 rescheduling fee, to cover lost time and additional administrative costs.

Failed Inspections & Violations

When an inspection has failed, a written notice of violation will be recorded on an inspection form and a violation notice will be served by: postal mail or personal delivery to the affected property owner or authorized property manager and / or by leaving a notice at the most visible location available on the property. Violations involving unsafe or uninhabitable premises must be repaired so that the property meets acceptable standards within 15 days of the violation notice. Any other violations must be repaired within 30 days of the violation notice. For questions about violation notices, please contact the Rental Unit Inspector by email at Inspector-RentalProgram@aurora.in.us, or by phone at (812) 926-1777.

Re-Inspection

When an initial inspection and second inspection both fail, and the time periods outlined in the violation notice have terminated, a re-inspection fee will be assessed for the next set of inspections. Fees for re-inspections will be assessed in accordance with Section 90.050 K. (Re-inspection) of the City's Ordinance. For inspections requiring significant time and / or staff resources, a full \$125 inspection fee will be required.

Inspection Certificate

The Rental Unit Inspector shall issue an inspection certificate for each property, once it has been inspected and has passed all inspection codes and criteria. The inspection certificate shall be sent to the property owner or authorized property representative within 1 week of the passed inspection. The inspection certificate shall be valid until either the next routine inspection is required, in the manner set forth in Section 99.050 B. (Inspection at Least Once Every Five Years)—or when a new inspection is verified as being necessary in connection with a Complaint, as set forth in Section 99.050 L. of the City’s Code of Ordinances.

RENTAL INSPECTION FORM

This form is used in conjunction with the City’s Rental Registration Program, to ensure that the previous information on file with the City on the Rental Registration Form for your property matches current information and contacts. Please submit / verify this information 30 days prior to your desired inspection date.

RENTAL PROPERTY/ DWELLING UNIT INFORMATION

You may obtain information on your property at Dearborn County’s GIS website:

<https://beacon.schneidercorp.com/?site=DearbornCountyIN>

Rental Property Address _____
Street Address City Zip

Subdivision _____ Lot No. _____

Property Map No. _____ Zoning _____

BUILDING TYPE

*Check one, if multi-family specify number of units.

Duplex _____ Multi-Family _____ *If Multi-Family, how many units?* _____

PROPERTY OWNER INFORMATION

Property Owner Name _____

Property Owner Mailing Address _____
Street Address City Zip

Property Owner Phone Number _____

Property Owner E-Mail Address (if applicable) _____

Fee _____ Date Received _____ Receipt No. _____
*based on current Fee Schedule (mm/dd/yyyy)

Property Owner Signature _____ Date _____
(mm/dd/yyyy)

Rental Inspection Checklist

***Grandfathered items**= Improvements that were acceptable per the applicable codes at the time of construction, for improvements that were legally permitted and approved when / where required.

Building Exterior(s)

1. Roof – Waterproof and maintained: _____ Yes _____ No
2. Walls, foundation, and chimney maintained: _____ Yes _____ No
3. Porches solid and maintained: _____ Yes _____ No
4. Guardrails on porches over 32" high: _____ Yes _____ No
(Includes 36" minimum handrail with 4" gap max, between spindles)
5. Handrails, if there are more than 4 steps: _____ Yes _____ No
6. Accessory structures maintained to code: _____ Yes _____ No

Exits, Exit Access, Life Safety

1. Doors – Intact, locked, blocked, inoperative swing, or wrong direction: _____ Yes _____ No
(Ex: 3-foot exit door minimum)
2. Door devices – Panic hardware, closures, fusible links, operable and adequate:
_____ Yes _____ No
3. Corridors, passageways, exit access stairs (for common areas) – Unobstructed and properly maintained: _____
Yes _____ No
4. Stairs – Include guards and spindles, 34" minimum with 4" gap max: _____ Yes _____ No
5. Exits – Adequate and sufficient (including number): _____ Yes _____ No
6. Exit signage – Adequate, properly marked, posted: _____ Yes _____ No
7. Exit signage lighting – Adequately lit: _____ Yes _____ No
8. Emergency Lighting – operable and adequate: _____ Yes _____ No

Vertical / Horizontal Openings

1. Holes – Walls, ceilings, floors: _____ Yes _____ No
2. Openings – Stairs, shafts, etc.: _____ Yes _____ No
3. Exterior Doors – proper for egress and lockable: _____ Yes _____ No
4. Exterior Doors – Snug fit, operable, and unbroken: _____ Yes _____ No
5. Windows – complete, proper locations and sizes for light and ventilation: _____ Yes _____ No
6. Windows – proper for egress and lockable: _____ Yes _____ No
(Ex: 5 sq. ft. window first floor sleeping rooms; 5.7 sq. ft. window second floor sleeping rooms)
7. Structural Hazards: _____ Yes _____ No

Fire Protection Equipment

1. Sprinkler system, risers, alarms, etc. – Operable and adequate, where applicable: _____ Yes _____ No
2. Fire alarm system – operable and adequate: _____ Yes _____ No
3. Smoke or heat detectors present: _____ Yes _____ No
_____ Functions Properly _____ Installed in correct locations

(Ex: Hardwired with battery backup 14/3 minimum, unless grandfathered*)

Electrical System

1. Wiring, switches, plugs – operable and adequate: _____ Yes _____ No
2. GFI within 6' of water, unless grandfathered*: _____ Yes _____ No
3. GFI in exterior wet locations or concrete floor finish in basements, unless grandfathered*:
_____ Yes _____ No
4. Wall outlets intact with covers – Missing: _____ Yes _____ No
5. Open breaker or fuse panel: _____ Yes _____ No
6. Cover on service panel: _____ Yes _____ No
7. Access to electric panels and shut-off – Unobstructed: _____ Yes _____ No
8. Switched light at egress, steps and any habitable rooms: _____ Yes _____ No

Mechanical Systems

1. Access to heating, cooling and ventilating devices – Unobstructed: _____ Yes _____ No
2. Permanent heat source able to supply 68 degrees 3' above floor 2' in from exterior wall:
_____ Yes _____ No
3. Access to water and gas shut-offs (HVAC, water heater) – Unobstructed: _____ Yes _____ No
4. Chimney Flue – operable and adequate: _____ Yes _____ No
5. Pop-off valve & drop pipe for water heater – operable and adequate: _____ Yes _____ No
6. Functional plumbing – adequate sewer connection, sanitary water supply, kitchen sink, and lockable bathroom sink, toilet, shower: _____ Yes _____ No

