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## Program Background

The Rental Unit Registration and Inspection Program facilitates the prevention and correction of violations of laws and ordinances pertaining to rental residential property to protect the public health, safety, and welfare of the people of the City of New Albany.

This program continues the city's focus on Quality of Place initiatives regarding the business of residency, while focusing on four main goals:

- Increased Safety for tenants and surrounding properties
- Improved Cleanliness
- Historic Preservation
- Increased property values

By improving and maintaining our housing stock, in addition to quality of life initiatives like strong schools and parks, our entire community becomes a more attractive place for private investment of money, time, energy, and enthusiasm.

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## Need More Information?

- **Visit our Website:**
  - [www.cityofnewalbany.com/rental-registration-and-inspection-program](http://www.cityofnewalbany.com/rental-registration-and-inspection-program)
- **Call the Rental Registration and Inspection Line:**
  - (812) 948-5371
- **Visit Us at City Hall:**
  - 142 E Main St, Suite 206  
New Albany, IN 47150
- **Hours:**
  - Mon - Fri: 8:00 am - 4:00 pm



## City of New Albany

### Rental Registration and Inspection Program



All owners of rental property within the city are required to register and renew their units annually.



### **What's the cost associated to obtain a permit?**

There is an annual registration fee of \$5.00 per unit.

### **What do the fees pay for?**

All fees will be used for costs associated with the administration of the Rental Unit Registration and Inspection Program.

### **Do I need to keep my registration information updated?**

Yes, it is the responsibility of the rental owner to ensure rental registration forms are updated. Owners are required to report any changes in ownership, address or other contact information to the Building Department at 812-948-5371 or via email to [rentalregistration@cityofnewalbany.com](mailto:rentalregistration@cityofnewalbany.com)



### **What are the inspections looking for?**

The purpose of the inspections are to ensure that the rental property is meeting minimum standards of habitability. Inspections include, but are not limited to: basic equipment and facilities for light, ventilation, space heating and sanitation; safety from fire; for space, use, and location; and for safe and sanitary maintenance of rental Buildings and Rental Units

You can find a Pre-Inspection Checklist on our website at [www.cityofnewalbany.com](http://www.cityofnewalbany.com).



### **Need to register your rental unit(s)?**

- Download the Rental Registration form at [www.cityofnewalbany.com](http://www.cityofnewalbany.com), complete it, and mail to:

**City of New Albany**  
**Rental Unit Registration and Inspection Program**  
**142 E Main St, Suite 206**  
**New Albany, IN 47150**

- You mail also e-mail a completed form to [rentalregistration@cityofnewalbany.com](mailto:rentalregistration@cityofnewalbany.com). If a form is e-mailed, you will still need to pay your registration fee either in person or through the mail.