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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](http://www.cityofnewalbany.com/rental-registration)
- **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



Tenants have the right to live in safe rental properties - this program helps ensure that all rental properties in New Albany are safe and meet basic housing and maintenance standards.



## 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/rental-registration](http://www.cityofnewalbany.com/rental-registration).



### **A Rental Inspector WILL:**

- Look at all rooms in the property
- Look at exterior areas
- May look under sinks or behind furniture

### **A Rental Inspector WILL NOT:**

- Go through your personal items
- Look in dressers or other furnishings
- Ask you about immigration status or illegal activities



### **As a tenant, if I have a complaint will I have to pay a fee?**

No. There are no fees due from the tenant to the City

### **Is my rental unit registered in this program?**

The City will keep a list of all properties that have passed inspection so you can call the City to check.

## What are my responsibilities as the tenant?

The tenants of any property are responsible for keeping the interior and exterior of the property in a clean, orderly and sanitary condition. All interior and exterior areas of residential rental units should be kept clean and free from any accumulation of rubbish, trash, debris, filth, or garbage.

No tenant or owner should neglect, damage, deface, or destroy any part of the property or allow any conditions detrimental to safety or sanitation or in violation of any ordinance.