



**City of New Albany Rental Unit
Registration and Inspection Program**

142 East Main Street, Suite 212
New Albany, IN 47150
812-948-5333

rentalregistration@cityofnewalbany.com

REQUEST FOR INSPECTION

In accordance with the New Albany City Plan Commission and [Ordinance G-01-19, Chapter 7.16 et seq], each Rental Unit and/or Rental Premises within the City may be inspected if the Rental Housing Officer or his/her designee receives a complaint that a Rental Unit does not comply with applicable code requirements.

Name _____

Rental Unit Address _____

Phone Number _____ E-Mail _____

Are you current on your rent payments? Yes No

Do you receive any type of government rental assistance (Housing Choice Voucher, subsidized housing, etc)? Yes No

Have you contacted your landlord/property manager about the issue? Yes No

Reason for Request (must be a violation of the Rental Housing Code, Chapter 7.17 of the Zoning Ordinance):

Signature _____ Date _____

FOR OFFICE USE ONLY

Form received by: E-Mail Phone Mail In Person

Form received by (name): _____

Form received on (date): _____

Date of last inspection (if applicable): _____

Does the property
need an
inspection:

Yes

No