



RENTAL REGISTRATION/INSPECTION PROGRAM FACT SHEET

On December 4th, 2012, the City of Gary Common Council passed C.P.O. 2012-79, an ordinance establishing minimum standards and a registration/inspection program for residential rental housing units within the City of Gary.

Program Overview:

The purpose of this chapter is to provide for the registration and inspection of residential rental housing units and to facilitate the prevention and correction of violations of laws and ordinances pertaining to residential rental housing units so as to protect the public health, safety and welfare of the citizens of the City of Gary including, but not limited to the following:

- A. To protect the citizens of the City from health and safety threats caused by public nuisance and sub-standard housing;
- B. To maintain and improve the aesthetics of the community, while protecting the character, value, and stability of residential neighborhoods in the City;
- C. To prevent unsafe living conditions, overcrowding and violations of laws and ordinances in residential rental housing units;
- D. To correct and prevent housing conditions that adversely affect the safety, welfare and health of the persons occupying residential rental housing units; and
- E. To facilitate the enforcement of minimum standards for the maintenance of existing residential buildings, and thereby prevent slums and blight.

Program Components:

Registration -- An owner of real estate within the City of Gary must register all real estate erected or maintained as a rental unit on or after January 1, 2013. An owner shall be required to register all such properties on an annual basis by March 31st of every year or within thirty (30) days of obtaining title to any rental housing real estate. Registration shall be affective by submitting a complete and accurate application form to the City. The initial registration fee is Five dollars (\$5.00) per unit. Renewals are Five dollars (\$5.00) per unit every year thereafter.

Inspection -- Each rental unit within the City is subject to inspection by the rental housing officer in accordance with this ordinance. Any tenant occupying a rental unit for which the permit was issued or any persons occupying a rental unit within three hundred (300) feet of the rental unit for which the rental permit was issued may file a complaint and cause a rental unit to be inspected.

In the event that no violations (including non-registration of a rental unit) of this chapter are discovered during the initial inspection, the owner shall not be charged a fee for the inspection. In the event that the initial inspection reveals any violation of the ordinance, the owner shall be charged an inspection fee of Seventy-Five dollars (\$75.00). The owner shall pay this inspection fee within thirty days (30) of the date of the notice of violation.

Program Benefits:

- **Safety:** The City will be able to contact owners or landlords if an emergency occurs. Unsafe conditions will be easier to identify and remedy when there are more inspectors visiting properties more often. Over time, increased inspections under a rental registration program will result in safer housing in the City. This will benefit tenants and the larger community.
- **Neighborhood Stability and Property Value Protection:** Rental properties will be inspected more often, which will prevent minor code infractions from developing into major problems. This protects the character of neighborhoods, as well as the value of property for landlords and homeowners.
- **Rental Accountability:** The Rental Registration Program will be another tool to encourage landlords to be accountable for issues such as respecting the occupancy limit and the lawful use of dwellings, as well as maintaining sanitary and safe conditions. In extreme cases, a landlord may even be prevented from registering a property for rental if code violations are persistent, extensive, and serious and the landlord is uncooperative in pursuing corrections. Thereby preventing such properties from being rented in the City.

Training:

The landlord and tenant training sessions will provide participants with knowledge about fair housing rights, managing rental properties, keeping illegal activity off properties and current laws pertaining to landlords and tenants. Fair Housing public education and outreach activities are provided throughout the year by the Gary Human Relations Commission (GHRC). For more information about upcoming activities and events, please contact the GHRC at 219-883-4151.

Frequently Asked Questions:

- **How can I make a complaint?** Contact the City of Gary Building Department at 219-881-1377
- **Will my apartment be inspected regularly?** No. Rental units will only be inspected if a credible complaint is received.
- **How does this program help me?** Registering of rental property units and establishing minimum housing standards ensures complaints are dealt with in a timely manner and rental units are maintained in a safe and habitable condition.
- **How do I obtain a Registration Application?** Applications are available at the City of Gary Building Department located at 401 Broadway, Ste. 307, Gary, IN 46402, or on the City website; www.gary.in.us
- **Do I renew my property every year?** Yes. Property registration must be renewed annually no later than March 31st. The annual renewal fee is Five dollars (\$5.00) per unit.
- **If a complaint is filed and an inspection is performed, will there be a fee?** In the event that no violations (including no registration of a rental unit) of this chapter are discovered during the initial inspection, the owner shall not be charged a fee for the

inspection. In the event that the initial inspection reveals any violations of this ordinance, the owner shall be charged an inspection fee of Seventy-Five dollars (\$75.00). The owner shall pay this inspection fee within thirty (30) days of the date of the notice of violation.

- **Do I have to register a property if it is vacant?** Yes. If you own the property and do not reside there, you are required to register the property.
- **Do I have to renew my Rental Registration if I move into the property?** No. However, you must fill out an affidavit when you move into the home to ensure you are not charged a renewal and late fee.