

RENTAL REGISTRATION AND INSPECTION PROGRAM FAQ

What is the purpose of the Program?

The purpose of the Rental Registration and Inspection Program is to provide the City with an opportunity to ensure its residents are living in safe and suitable housing.

How do I register?

The owner of the rental unit must fill out and return a registration form. The form can be found at the City's website at aurora.in.us.

Is there a registration fee?

Yes. There is an annual registration fee of \$5.00 for each parcel of real property on which a rental unit is located.

When are the form and fee due?

In 2017, the form and fees are due on July 1, 2017. In the future, forms will be required to be submitted within 30 days of the establishment of the new rental property. The annual registration fee will be due by June 1 of each year.

What if I don't register my rental unit?

Failure to register a rental unit will subject the owner to a fine of no more than \$100. Each day that a violation continues shall constitute a separate offense.

Who is subject to inspections?

The majority of rental properties within the City are subject to inspections.

When will inspections start?

The City expects the inspections will begin in October 2017.

Will I get notice of the inspection?

Yes. The owner and occupant are entitled to 72 hours' written notice from the City prior to conducting the inspection.

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: electrical supply and electrical systems; plumbing and plumbing systems; water supply, including hot water; heating, ventilation, and air conditioning equipment and systems; bathroom and toilet facilities; doors, windows, stairways, and hallways; functioning smoke detectors; and the structure in which a rental unit is located.

How often are the inspections?

Every rental unit in the City will be inspected at least once every five years.

Can inspections occur more than once every 5 years?

Yes. The City may inspect any rental unit, if: 1) the City receives a formal written complaint; or 2) the City has reason to believe—as a result of an emergency, police, or fire response and/or a complaint received by another agency related to the general health, safety, and welfare associated with the unit—that the rental unit does not comply with applicable code requirements.

Is there a fee for the inspection?

Yes. A fee of \$125 will be charged for the routine 5 year inspection for the first unit and a \$25.00 fee for each additional unit.

How will I know if I passed or failed the inspection?

If the unit passes inspection, the City will issue an inspection certificate to the owner of every registered and inspected rental unit.

If the unit fails inspection, the City will give notice of the alleged violation to the owner of the rental unit in writing and will describe the violation found and when the violation must be fixed.

What if I don't cooperate with the inspection?

If the owner or tenant refuses to cooperate with the inspection, the City may apply for a warrant to make the inspection. Failure to cooperate with the inspection may also subject the owner to a fine.