## PUBLIC HEARING BOARD OF HOUSING QUALITY APPEALS CITY HALL LEMON CONFERENCE ROOM Zoom Virtual Meeting DECEMBER 16, 2020 4:00 P.M.

#### ALL ITEMS ARE ON THE CONSENT AGENDA

#### I. ROLL CALL

II. REVIEW OF SUMMARY – September 16, 2020, October 21, 2020 (included), November 18, 2020 (not included) p. 3

#### III. PETITIONS

- 20-TV-18, 514 W. Kirkwood Avenue, William Shouse (Arturo Rodriguez III). Previously heard April 15, 2020 and November 18, 2020. Request for an extension of time to complete repairs.
   p. 6
- 2) 20-TV-69, **321 N. Indiana Avenue**, Pavilion Properties. Previously heard November 18, 2020. Request for an extension of time to complete repairs. p. 7
- 3) 20-AA-71, **728 W. Dixie Street**, Bruce Ricklin. Previously heard November 18, 2020. Request for relief from an administrative decision. p. 8
- 4) 20-TV-73, 1320 N. Washington Street, Angela Brown. Request for an extension of time to complete repairs.
   p. 16
- 5) 20-AA-74, **2307 E. Winding Brook Court**, Kris Kuntz. Request for relief from an administrative decision. p. 20
- 6) 20-AA-75, 219-219 ½ E. 8<sup>th</sup> Street, Arch Properties Ibrahim & Lucy Khairy. Request for relief from an administrative decision.
   p. 24
- 7) 20-TV-76, **2803 N. Browncliff Lane**, Choice Realty & Management (Jennifer Laherty Simms). Request for an extension of time to complete repairs. p. 83
- 8) 20-TV-77, **2416 S. Milton Drive**, Choice Realty & Management (Spicer Rentals). Request for an extension of time to complete repairs. p. 89

#### IV. GENERAL DISCUSSION

- V. PUBLIC COMMENT
- VI. <u>ADJOURNMENT</u>

Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call 812-349-3429 or e-mail human.rights@bloomington.in.gov.

HAND is inviting you to a scheduled Zoom meeting.

Topic: BHQA December 16, 2020 Time: Dec 16, 2020 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting https://bloomington.zoom.us/j/98931930363?pwd=N05GcWJ6SksvT05vOFJwZDRhYTYzZz09

Meeting ID: 989 3193 0363 Passcode: 394060 One tap mobile +13017158592,,98931930363#,,,,,0#,,394060# US (Washington D.C) +13126266799,,98931930363#,,,,,0#,,394060# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) Meeting ID: 989 3193 0363 Passcode: 394060

Find your local number: https://bloomington.zoom.us/u/aLfvmkpv7

## B.H.Q.A. MEETING OF SEPTEMBER 16, 2020 SUMMARY

MEMBERS PRESENT: Nicholas Carder, Elizabeth Gallman, Susie Hamilton, Dominic Thompson

STAFF PRESENT: Daniel Bixler, Chastina Chipman, John Hewett, Kenneth Liford, Maria McCormick, Norman Mosier, Doris Sims, Jo Stong, Matthew Swinney, Dee Wills (HAND), Daniel Dixon (Legal)

GUESTS PRESENT: Eli Thompson

Meeting start time 4:05 PM.

#### I. CONSENT AGENDA

20-AA-52, 837 W. 6<sup>th</sup> Street, Randy L. & Maxine L. Ekl Trust. Petitioner request for relief from an administrative decision to consider property a rental and subject to Title 16. Staff recommendation to deny the request and have an inspection scheduled by September 30, 2020. Approved.

#### II. <u>PETITIONS</u>

20-TV-31, **520 W. Kirkwood Avenue**, Orion Property Management (Paness, LLC). Previously heard April 15, 2020 and July 15, 2020, Petitioner not present to request an extension of time to complete repairs. Staff recommendation to grant the request with a September 23, 2020 deadline. Thompson made a motion to deny the request. Gallman seconded. Motion passed, 4-0. Request denied. Re-inspection to be scheduled immediately.

20-TV-53, **916 N. Monroe Street**, Lisa Minnich (Hoosier Court Apartments). Petition to request an extension of time to complete repairs. Staff recommendation to grant the request with a September 30, 2020 deadline for all life safety issues and an October 14, 2020 for all other repairs. Hamilton made a motion to deny the request. Carder seconded. Motion passed, 4-0. Request denied. Re-inspection to be scheduled immediately.

#### III. GENERAL DISCUSSION

None.

#### IV. PUBLIC COMMENT

None.

#### V. ADJOURNMENT

Thompson made motion for adjournment. Hamilton seconded. Motion passed unanimously. Meeting adjourned 4:46 PM.

## B.H.Q.A. MEETING OF OCTOBER 21, 2020 SUMMARY

MEMBERS PRESENT: Nicholas Carder, Susie Hamilton, Diana Opata-Powell, Dominic Thompson (Chair)

STAFF PRESENT: Daniel Bixler, Chastina Chipman, John Hewett, Kenneth Liford, Maria McCormick, Norman Mosier, Jo Stong, (HAND), Daniel Dixon (Legal)

GUESTS PRESENT: Joshua Alley (Cream & Crimson), Keith Williamson (Orion Property Management)

Meeting start time 4:08 PM.

#### I. REVIEW OF SUMMARY

Hamilton made a motion to approve the minutes for August 19, 2020. Carder seconded. Motion passed, 4-0.

#### II. CONSENT AGENDA

20-TV-54, **1506 S. Dorchester Drive**, Grethel Rojas (Hunter Regency Court Properties, LLC). Request for an extension of time to complete repairs. Staff recommendation to grant the request with an October 30, 2020 deadline for all repairs.

20-TV-55, **1610 S. Dorchester Drive**, Grethel Rojas (Hunter Regency Court Properties, LLC). Request for an extension of time to complete repairs. Staff recommendation to grant the request with an October 30, 2020 deadline for all repairs.

20-TV-56, **240 N. Washington Street**, Omega Properties. Request for an extension of time to complete repairs. Staff recommendation to grant the request with an April 21, 2021 deadline for all repairs.

20-TV-58, **211 S. Kimble Drive Apt. C-12**, JSA Investments. Request for an extension of time to complete repairs. Staff recommendation to grant the request with an October 25, 2020 deadline for the unit to be cleaned and re-inspected.

20-TV-59, **2611 N. Walnut Street**, Orion Property Management (Collier Commercial, LLC). Request for an extension of time to complete repairs. Staff recommendation to grant the request with an October 31, 2020 deadline for the window repairs.

#### Approved.

#### III. PETITIONS

20-TV-57, **324 E. 2<sup>nd</sup> Street**, Cream & Crimson – Josh Alley. Petitioner was present to request an extension of time to complete repairs. Staff recommendation was to grant the request with a July 15, 2021 deadline to complete repairs. Hamilton made a motion to grant the request per staff recommendation. Opata-Powell seconded. Motion passed, 4-0.

#### IV. GENERAL DISCUSSION

The passing of former BHQA Chair Nikki Gastineau was noted.

#### V. PUBLIC COMMENT

None.

### VI. <u>ADJOURNMENT</u>

Thompson made motion for adjournment. Hamilton seconded. Motion passed unanimously. Meeting adjourned 4:27 PM.

November 18, 2020 BHQA Minutes

File has not been submitted for inclusion in the packet. This report will be sent once it is received. Thank you.

514 W. Kirkwood Avenue

File has not been submitted for inclusion in the packet. This report will be sent once it is received. Thank you.





## City of Bloomington Housing and Neighborhood Development

City of Bloomington H.A.N.D.

Board of Housing Quality Appeals Staff Report: Petition for Extension of Time

Meeting Date:	16 December 2020		
Petition Type:	An extension of time to complete repairs		
Petition Number:	20-TV- 069		
Address:	321 N Indiana Ave		
Petitioner:	Pavilion Properties		
Inspector:	Michael Arnold		
Staff Report:	09 March 2020 16 March 2020 20 May 2020 04 June 2020 17 June 2020 14 September 2020 18 September 2020 20 September 2020 18 November 2020 19 November 2020	Cycle Inspection Sent Report Sent Remaining Violations Report Reinspection Scheduled Reinspection Rescheduled Reinsepction Completed Sent Remaining Violations Report Received BHQA Application BHQA Tabled This Request Received Furnace Documentation	

During the inspection it was noted that there were trip hazards and some deteriorated portions of the sidewalks on this property including private and public sidewalks. The petitioner is requesting additional time to complete these repairs.

Staff recommendation:	Grant the extension of time	
Conditions:	Complete all repairs and schedule for re-inspection no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.	;
Compliance Deadline: Attachments:	31 May 2021 Remaining Violations Report, Application	(

City Hall 👘

Rental Inspections: (812) 349-3420 Neighborhood Division: (812) 349-3421 Housing Division: (812) 349-3401

www.bloomington.in.gov 7

	. )			) Page 1	nf 2
STY OF	BLODMINGYON INDIANA	Board o Blo	To f Housin P.O. poming 812-3	on For Appeal o The ng Quality Appeals Box 100 ton, IN 47402 601 2 0 202 49-3420 nington.in.gov <sub>Y3</sub>	
Property Address:	321 N Indiana A	venue Apt 1&2			<b>_</b>
Petitioner's Name:	Pavilion Proper	ties			_
Address: 112E3rd	Street				-
City: Bloomington	•	State: Indiana	*	Zip Code: 47401	
Phone Number:	, 812-333-23	E-mail Address: info@p	avprop.co	əm	
Owner's Name: G	MS-Pavilion Prop	erties			
Address: 112 E 3rd S	Street	•		-	•
City: Bloomington	••••	State: Indiana	-	Zip Code: 47401	
Phone Number:	333-2332	E-mail Address: Info@pa	avprop.co	m	<u></u>
Occupants: Michael	Picchiotti, Ryan	Boundy, Patrick Doyle, Ryan S	Sullivan, Is	aac Brandenberger, John Ruth	
<ol> <li>That the exception health, safety, and</li> <li>That the value of t affected.</li> </ol>	n is consistent v general welfare the area about	vith the intent and purpos e. the property to which the	e of the l exception	<b>ne Board to consider the request</b> housing code and promotes public on is to apply will not be adversely	c
Identify the varian	ce type that ye	ou are requesting from t	he follo	wing drop down menu:	- <b>-</b>
Variance Type: An	extension of time	e to complete repairs. (Petitic	in Type: T	V)	1
Reminder: A \$20.00 filing fee m Application or the ap	oplication will n	ed with the Appeal not be considered to be		(Will be assigned by BHQA)	

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agendal

Petition Number: 20-TU-69

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

A. An extension of time to complete repairs. (Petition type: TV)

1. Specify the Items that need the extension of time to complete.

2. Explain why the extension is needed.

3. Specify the time requested.

B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)

1. Specify the code reference number you are appealing.

2. Detail why you are requesting the variance.

3. Specify the modifications and or alterations you are suggesting.

C. Relief from an administration decision. (Petition type: AA)

1. Specify the decision being appealed and the relief you are seeking.

D, Rescind a variance. (Petition type: RV)

1. Detail the existing variance.

2. Specify the reason the variance is no longer needed.

Extension of time to repair the sidewalk, stairs and other similar areas. We have put in a request from several companies for repair with no current response. Extended time requested is December 1st, 2020 with possible change in that date, earlier or later, depending on what the companies estimate once communication takes place.

Signature (Required):

Name (Print): Mark Hoffman

Date: 10

Important information regarding this application format:

1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).

2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.





### City Of Bloomington Housing and Neighborhood Development

#### REMAINING VIOLATION INSPECTION REPORT

## SEP 1 8 2020

<u>Owner(s)</u> Gms Enterprises 112 E. 3rd St. Bloomington, IN 47401

<u>Agent</u> Mark A. Hoffman 112 E. 3rd St. Bloomington, IN 47401

Prop. Location: 321 N Indiana AVE Number of Units/Structures: 2/1 Units/Bedrooms/Max # of Occupants: Bld 1: 1/4/5 1/2/5

Date Inspected: 03/09/2020 Primary Heat Source: Gas Property Zoning: RM Number of Stories: 2 Inspector: Mike Arnold Foundation Type: Basement Attic Access: Yes Accessory Structure: detached garage

#### **REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.10.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.



905

10

#### Exterior:

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. For sidewalks in the public right of way, contact the City of Bloomington Planning and Transportation Department at (812) 349-3423 to apply for the required permit. The fee will be waived but the permit must be obtained prior to work in the public right of way. BMC 16.04.040(c) (Trip hazards – see photos)

#### Other Requirements:

### Furnace Inspection Documentation:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)	
Acceptable level in a living space:	9 ppm	
· · · · · · · · · · · · · · · · · · ·	50 ppm	
BMC 16.01.060(f), BMC 16.04.060(c), BMC	16.04.060(b)	

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(c)

This is the end of this report.

and the





## City of Bloomington Housing and Neighborhood Development

City of Bloomington H.A.N.D.

### Board of Housing Quality Appeals Staff Report: Petition for Relief from an Administrative Decision

Meeting Date:	16 December 2020		
Petition Type:	Relief from an administrative decision		
Variance Request:	Requesting 5-year permit length be re-instated		
Petition Number:	20-AA-071		
Address:	728 W Dixie St		
Petitioner:	Bruce Riklin	1	
Inspector:	Swinney		
Staff Report:	21 August 2019 21 October 2019 01 November 2019 30 December 2019 22 January 2020 29 January 2020 14 February 2020 24 February 2020 24 February 2020 04 March 2020 10 March 2020 20 August 2020 24 August 2020 29 October 2020 18 November 2020	Scheduled Cycle Inspection Cycle Inspection Mailed Inspection Report Reinspection Scheduled Reinspection Complete (violations remain) Sent Remaining Violations Report Email Reminder to Schedule Reinspection Start Legal Reinspection Scheduled Reinspection Completed (temporary permit issued) Sent Temporary Permit Drive by for Exterior Compliance Requested Exterior in Compliance Received Application for Request of Administrative Relief BHQA Tabled This Request	

Petitioner is requesting a five year permit for this property. The cycle inspection report was mailed on 01 November 2019. The 60 day deadline for compliance with the cycle inspection report was 01 January 2020. On 30 December 2019 the petitioner schedule a reinspection for the property. The reinspection occurred on 22 January 2020 and there were outstanding violations remaining after this inspection. Had the property been in compliance (excepting exterior painting) with the cycle inspection report, it would have been eligible for a five year

401 N. Morton Street Bloomington, IN 47404 Fax: (812) 349-3582 City Hall

permit because the reinspection was scheduled within the sixty days. Since a second reinspection was required for the property, which is scheduled and conducted after the 60 day deadline, the property is only eligible for a three year permit

Staff recommendation: Deny the relief from administrative decision

Conditions: none

Compliance Deadline: none

Attachments:

Appeal application

GIVE OF BLOOMINOTON HUDANA	Application For Appeal To The Board of Housing Quality Appe P.O. Box 100 Bloomington, IN 47402 812-349-3420 hand@bloomington.in.gov
Property Address: 728 West Dixie Street, Blo	omington, IN 47403

Petitioner's Nam	e: Bruce Ricklin	<b>)</b>				
Address: 6622 E	Everett Arnold I	Drive			•	
City: Bloomingto	n	State: Indiana	0	Zip Code:	47408	,
Phone Number:	8123450960	E-mail Address:	brucericklin@h	otmail.com		
Owner's Name:	Bruce Ricklin		•	•	· · · ·	
Address: 6622 E	Everett Arnold E	entra provinsia entra provinsian MVB2 (Close antra provinsian	e 		•	: 1
City: Bloomington	· ·	State: Indiana	~ . ·	(Zip Code:	47408	
Phone Number:	8123450960	E-mail Address:	brucericklin@h	otmail.com		
Occupants:	one bedroom apa	artments				

## The following conditions must be found in each case in order for the Board to consider the request:

- 1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
- 2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

## Identify the variance type that you are requesting from the following drop down menu:

Variance Type: Rellef from an administrative decision. (Petition Type: AA)

Ø

Page 1 of 2

2020

01

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agendal

(Will be assigned by I	3HQ/	٩)	•	•	
• • • • • • • • • • • • • • • • • • • •		•	••	•	
Petition Number: <u>20-4</u>	4 -	7	1		

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

A. An extension of time to complete repairs. (Petition type: TV)

- 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.

B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)

1. Specify the code reference number you are appealing.

2. Detail why you are requesting the variance.

- 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)

1. Specify the decision being appealed and the relief you are seeking.

D. Rescind a variance. (Petition type: RV)

1. Detail the existing variance.

2. Specify the reason the variance is no longer needed.

I am requesting that the three year Rental Occupancy Permit I received be reinstated as a five year permit. I was informed by the HAND office that knwas tardy in requesting the reinspection. The notice that HAND sent me was stamped January 29 by the HAND office. I received the notice in the beginning of February. The notice stated: "If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection." The minor repairs were completed by the end of the first week in February. I called the HAND office to set up the re-inspection two weeks after the repairs were completed. At the time, this did not seem to me to be tardy. As a result, I am being penalized by having a three year instead of a five year cycle for the next inspection.

With all due respect to the rules and regulations of HAND, it would have been clearer to me if the notice had stated a timeline to define "immediately after completing the repairs" (five, fourteen, thirty days). I honestly had no idea I was not in compliance with a rule.

Please intervene on my behalf to fix what I believe to be a misunderstanding rather than a violation. I have been a landlord for almost thirty years and I have always tried to be fair and reasonable with tenants. I hope I can be afforded the same courtesy.

Thanks so much.

Signature (Required):\_

Name (Print): Bruce Ricklin

Date:

important information regarding this application format:

1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).

2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.





City of Bloomington H.A.N.D.

## Board of Housing Quality Appeals Staff Report: Petition for Extension of Time

Meeting Date:	December 16, 2020
Petition Type:	An extension of time to complete repairs
Petition Number:	20-TV-73
Address:	1320 N. Washington St.
Petitioner:	Angela Brown
Inspector:	Maria McCormick
Staff Report:	July 9, 2020 Completed Cycle Inspection October 30, 2020 Completed Re-inspection
	At the cycle inspection there were 4 bedrooms that were not accessible. At re-inspection there were violations found in 2 of the rooms. In the SE Bedroom the east window does not open (there is a $2^{nd}$ window to meet egress requirements). In the west basement bedroom the ceiling lights are not functioning correctly. Additionally there was a smoke detector in the main room that was replace but did not have a battery at the re-inspection. The petitioner is requesting an additional 30 days to correct these issues.
Staff recommendation:	Grant the extension of time
Conditions:	Complete all repairs and schedule for re-inspection no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.
Compliance Deadline:	January 2, 2021
Attachments:	Remaining Violations Report, Application

¥ . 4		
		pplication for Appeal To The
CHAOL BPODWIAGLOW (HDIWA	A ROTINE Board o	f Housing Quality Appeals P.O. Box 100
	", L.	loomingťon, IN 47402 812-349-3420 d@bloomington.in.gov
Property Address:	20 N. Warhington	S'A:
	Ingula Brown	
•	· 5. 64 St	•
	-361-1021 Email Address:	o Code: 47905
Phone Number: 8/2	-361-1021 Email Address:	prouve property mgt.
	Angela Brown	
	e as above	
	State:Zi	n Code:
	Email Address:	
	•	
	Eman Tourcoot	
Occupants: The following conditions r 1. That the exception i	nust be found in each case in order fo consistent with the Intent and purpose	or the Board to consider the reque of the housing code and promotes
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected.	nust be found in each case in order fo consistent with the Intent and purpose and general welfare. area about the property to which the ex	or the Board to consider the reque of the housing code and promotes
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected. Please circle the petition t	nust be found in each case in order for consistent with the Intent and purpose and general welfare. area about the property to which the ex rpe that you are requesting:	or the Board to consider the reque of the housing code and promotes cception is to apply will not be advers
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected. Please circle the petition t (A) An extension of B) A modification of	nust be found in each case in order for consistent with the Intent and purpose and general welfare. area about the property to which the ex rpe that you are requesting; time to complete repairs (Petition type T exception to the Residential Rental Un	or the Board to consider the reque of the housing code and promotes ception is to apply will not be advers
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected. Please circle the petition f (A) An extension of B) A modification o inspection Prog	nust be found in each case in order for consistent with the Intent and purpose and general welfare. area about the property to which the ex rpe that you are requesting: time to complete repairs (Petition type T exception to the Residential Rental Un am (Petition type V)	or the Board to consider the reque of the housing code and promotes cception is to apply will not be advers V) it and Lodging Establishment
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected. Please circle the petition t (A) An extension of B) A modification o Inspection Prog C) Relief from an a	nust be found in each case in order for consistent with the Intent and purpose and general welfare. area about the property to which the ex- rpe that you are requesting: time to complete repairs (Petition type T exception to the Residential Rental Un am (Petition type V) Iministrative decision (Petition type AA)	or the Board to consider the reque of the housing code and promotes cception is to apply will not be advers V) it and Lodging Establishment
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected. Please circle the petition t (A) An extension of B) A modification o Inspection Prog C) Relief from an a	nust be found in each case in order for consistent with the Intent and purpose and general welfare. area about the property to which the ex rpe that you are requesting: time to complete repairs (Petition type T exception to the Residential Rental Un am (Petition type V)	or the Board to consider the reque of the housing code and promotes cception is to apply will not be advers V) it and Lodging Establishment
Occupants: The following conditions r 1. That the exception i public health, safety 2. That the value of the affected. Please circle the petition t (A) An extension of B) A modification o Inspection Prog C) Relief from an a	nust be found in each case in order for consistent with the Intent and purpose and general welfare. area about the property to which the ex- rpe that you are requesting: time to complete repairs (Petition type T exception to the Residential Rental Un am (Petition type V) Iministrative decision (Petition type AA) ace (Petition type RV)	or the Board to consider the reque of the housing code and promotes cception is to apply will not be advers V) it and Lodging Establishment

SEE REVERSE

17

:

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request; the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

requebry an extra 30 days to repair SE bedroom, a light in the indau a Smike detactor. in the tain 1 ASperfion the initia tenend5 at by tween made he repairs the Course a WIRCZ\_ not a.A WIRE an\_ greatly appreciate make the se repairs. Signature (required): Dafe: 10 Ing. o la Name (please print

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



## City Of Bloomington Housing and Neighborhood Development

### REMAINING VIOLATION INSPECTION REPORT

Owner(s) Jeffrey B. & Angela D. Brown 2105 S 6th St Lafayette, IN 47905

Prop. Location: 1320 N Washington ST Number of Units/Structures: 2/1 Units/Bedrooms/Max # of Occupants: Bld 1: 1/3/5 1/4/5

Date Inspected: 07/09/2020 Primary Heat Source: Gas Property Zoning: RH Number of Stories: 2 Inspector: Maria McCormick Foundation Type: Basement Attic Access: No Accessory Structure: None

#### **REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.10.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

#### Main Level -

SE Bedroom:

Repair the window to open and close completely as intended and to be weather tight. BMC 16.04.060(a)

#### Basement -

West Bedroom:

Repair or replace the ceiling lights to function as intended. BMC 16.04.060(a)

#### <u>Main Room:</u>

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

City Hall Email: hand@bloomingten.in.gov Nelghborhood Division (812) 349-3421 401 N Morton St https://bloomington.in.gov/hand Housing Division (812) 349-3491 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582

3933



### Board of Housing Quality Appeals Staff Report: Petition for Relief from an Administrative Decision

Meeting Date:	December 16, 2020
Petition Type:	Relief from an administrative decision
Variance Request:	Relief from the requirement to register and inspect.
Petition Number:	20-AA-74
Address:	2307 E Winding Brook Court
Petitioner:	Kris Kuntz
Inspector:	John Hewett and Jo Stong
Staff Report: May 5, 2020 Owne:	r spoke with HAND, property vacant and to be sold after repairs.

October 01, 2020 Jo Stong conducted drive by inspection. Someone answered the door in pajamas, stated they were just staying there during the remodel, for security purposes.

October 01, 2020 Owner called to discuss the drive by inspection. She was upset that we asked the tenant about the rental arrangements. During the conversation she said she realized that we were simply trying to discover the true nature of the living arrangements. I explained Title 16 requirements. She stated the people staying there are to keep past tenants from coming into the unit while the remodeling work is being completed so that the unit can be sold. I explained that she could appeal to the BHQA for time until the unit sold.

November 04, 2020 Received BHQA appeal form asking for this to not be considered a rental.

Staff recommendation: Deny the relief from administrative decision.

Conditions: This unit must be scheduled for an inspection under the requirements of Title 16 of the BMC, or vacated by the deadline below or the rental file will be forwarded to the Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: January 15, 2021 Attachments: Appeal form and letter from owner.

r (C B Application for App'eal To The NON 0 Board of Housing Quality Appeals P.O. Box 100 FT: .... Bloomington, IN 47402 812-349-3420 hand@bloomington.in.gov Property Address: 2307 Windora Brook Petitioner's Name: ine have Rd. Address: Zip Code: 474.60 State: IN Spince City: KKuntz @ digasts, com Phone Number: 812-320-4579 Email Address: Property Owner's Name: NR Address: · SIM State: Zip Code: City: Email Address: Phone Number: house-s None Dermanent Fina Occupants: The following conditions must be found in each case in order for the Board to consider the request: 1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare. That the value of the area about the property to which the exception is to apply will not be adversely 2. affected. Please circle the petition type that you are requesting: A) An extension of time to complete repairs (Petition type TV) A modification or exception to the Residential Rental Unit and Lodging Establishment B) Inspection Program (Petition type V) C) Relief from an administrative decision (Petition type AA) D) Rescind a variance (Petition type RV) OFFICE USE ONLY REMINDER: A \$20 filing fee must be submitted with this application before the property can be Petition Number 20 - U - 74 placed on the meeting agenda. SEE REVERSE Please notify me of of meeting duy/fime/place etimial Diveturned)

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request; the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Sie' Adach t. Ż . · Signature (required) アセチ Dafe: Name (please print) You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.

Re:

1

2307 Winding Brook Ct. Bloomington, IN 47401

I have received a letter stating that I must have my 'rental' property inspected. This property was removed from rental as of Nov. 5, 2019 when the tenant at that time was evicted. (You have tons of info on this whole mess since you threatened me with a lawsuit over him.) He had a huge amount of very expensive furniture, ceramics, paintings etc. which I was unwilling to pay/insure to transport elsewhere for the 90 days he had to pick up his things. They stayed in the condo until he finally got them cleared out in March 2020.

We intended (and still do) to do some renovations to the unit and put it up for sale. Obviously, things came up. Our business has been EXTREMELY busy and we've had little to no time to do work on the unit. In the meantime, we had issues with people taking down screens and trying to get in windows/doors. We assume this was some of the drug dealers/druggies our previous tenant was hanging out with.

Holly Yeung and her boyfriend had been in California at the beginng of the pandemic. They live with his father and asked if they could use the condo to 'quarantine' for a bit before they moved back into his father's house. Since the unit was empty and we had concerns are people trying to get in, we said yes. After their 3 weeks were up, we asked Holly to continue to stay there while we worked on the unit. She agreed. Once students started coming back this fall she has also had to deal with doorbell rings and knocks with no one there when she goes to the door as well as her car (parked in the units particular space) being broken into. We're happy she's been there to head off potential squatters/partiers.

She is not paying us anything. In fact, we are paying her expenses while she stays there. I'm pretty sure, based on past inspections, that it would not pass since we have some things torn up and in process of refurbishing (the upstairs bathroom, basement ceiling, and floors come to mind immediately).

I was told that since the unit had been a rental unit, no one can stay there but the owner without going through the 'rental inspection' process, forever?!. Since I am the only person on the Title, that would seem to mean that my husband or my elderly father can't live there without me in residence either. I was also told that when we sell the unit, HAND will be contacting the new owners to find out 'their intentions'. I find this particularly intrusive — it is MY property and if I want to help a family member or ask someone to housesit, I shouldn't be penalized. BUT — here I am.

WE ARE NOT RENTING THE UNIT AND WE INTEND TO SELL IT AS SOON AS WE CAN GET RENOVATION WORK DONE. PLEASE REMOVE THIS (as I asked early this year) FROM THE 'RENTAL PROPERTY' LISTING.

Thank you,

Kris Kuntz, PO Box 5206, Bloomington, IN 47407



### Board of Housing Quality Appeals Staff Report: Petition for Relief from an Administrative Decision

Meeting Date:	December 16, 2020
Petition Type:	Relief from an administrative decision
Variance Request:	Relief from the requirement to pay fines for paperwork received after the deadline.
Petition Number:	20-AA-75
Address:	219-219 ½ E 8 <sup>th</sup> Street
Petitioner:	Ibrahim and Lucy Khairy D/B/A Arch Properties
Inspector:	John Hewett and Norm Mosier

Staff Report:

May 14, 2020 Norm Mosier conducted Cycle inspection with Maintenance person. Required documents were not received or reviewed.

May 19, 2020-Cycle inspection report sent to owner. Report requests documents within 60 days of inspection. Deadline for documents is July 14, 2020.

July 23, 2020- No reinspection has occurred, file given to inspector for Remaining Violations report to be written.

July 27, 2020- RV report sent to owner. RV report states that the documents have not been received prior to the deadline and fines will be levied.

July 29, 2020- Maintenance scheduled re-inspection for October 16, 2020

August 26, 2020- Received all required documents, including those beyond the deadline.

October 16, 2020- Re-inspection conducted with maintenance, all complied.

October 29, 2020- Billing statement sent to owner, with fines for failure to timely provide documents as required by the inspection report.

November 05, 2020- Received BHQA appeal form.

The owner is asking for relief from paying fines for providing required documents after the deadline.

Staff recommendation: Deny the relief from administrative decision.

Conditions: The fines shall stand as noted on the billing statement.

Compliance Deadline: The permit and inspection bill, including fines, shall be paid within 30 days of mailing of the Notice of Board Action letter.

Attachments: Appeal form and letter from owner. Copies of all documents required by Cycle Inspection Report. Cycle Inspection Report, RV report, Billing statement.

Ł

			,Uli	Ϋ́		Page 1 o
					n For Appeal	
CITY OF	BLOOMINGTON) INDIANA		TOBO	ard of Housin	The g Quality Appeals	
E HERE			5 2020	Bloomingt	on, IN 47402	
				812-3	49-3420 nington.in.gov	
	Ľ			nington IN 4740F	3	
roperty Address	219 and 219 1/2	2 East 8th St	reet, bloor	nington, in 4740		
Petitioner's Name	: Ibrahim & Lucy	/ Khairy D/B	/A Arch Pro	operties		
Petitioner's Name	····	/ Khairy D/B	/A Arch Pro	operties		
	····	v Khairy D/B, State: 1	······	operties	<b>Zip Code:</b> 46032	
Address: 15219 Cil	····	State:	ndiana			
Address: 15219 Cit City: Carmel Phone Number:	ation Road	State:    E-mail /	ndiana			
Address: 15219 Cit City: Carmel Phone Number: Dwner's Name: 1	ation Road 3174329864 brahim & Lucy Kh	State:    E-mail /	ndiana			
Address: 15219 Cil	ation Road 3174329864 brahim & Lucy Kh	State:    E-mail /	ndiana Address:			· · · · · · · · · · · · · · · · · · ·

# The following conditions must be found in each case in order for the Board to consider the request:

- 1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
- That the value of the area about the property to which the exception is to apply will not be adversely affected.

# Identify the variance type that you are requesting from the following drop down menu:

Variance Type: Relief from an administrative decision. (Petition Type: AA)

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agendal

(Will be assigned by BHQA)				
Petition Number: 20 - A.A -	75			

慶

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

A. An extension of time to complete repairs. (Petition type: TV)

1. Specify the items that need the extension of time to complete,

2. Explain why the extension is needed.

3. Specify the time requested.

B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)

1. Specify the code reference number you are appealing.

2. Detail why you are requesting the variance.

3. Specify the modifications and or alterations you are suggesting.

C. Relief from an administration decision. (Petition type: AA)

1. Specify the decision being appealed and the relief you are seeking.

D. Rescind a variance. (Petition type: RV)

1. Detail the existing variance.

2. Specify the reason the variance is no longer needed.

In a HAND Billing Statement dated 10/29/20, we were assessed the following two additional fees in addition to the Inspection fee of \$238.00: (1) Failure to timely provide summary of rights & responsibilities (\$75.00), and (2) Failure to timely provide inventory & damage list (\$75.00). We were given till 11/28/20 to pay.

We have rented this property for many years and have alway filled move-in and move-out inspection reports, and given copies to our tenants. Similarly, we have always insured that the Tenants' & Owners' Rights & Responsibilities form be filled and signed by both parties, and always left a copy with our tenants as well. A few years ago, I had spoken informally to one of your inspectors and asked him if I had to send these forms. He said I should keep them and send them if required. As a result, there was some confusion in my mind as to whether or not I should send these forms all the time. We do have these forms, the copies of which I will put in the mail, addressed to HAND.

We respectfully ask the Board, in view of the difficult financial circumstances confronted by small businesses such as ours, to consider waiving the two additional assessments of \$75.00 each. We will make sure that, from now on, we always send HAND both documents as soon as they are signed by both parties.

Respectfully yours,

Ibrahim Khairy (Co-owner)

Attachments: (1) Copy of HAND's Billing Statement; (2) Tenants' & Owners' Rights & Responsibilities; (3) Receipt Confirmation of required documents; (4) Move-In Inspection Reports.

Signature (Required):

Date: 11/02/2010

Name (Print): Ibrahim Khairy

important information regarding this application format:

1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).

2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.





## City Of Bloomington Housing and Neighborhood Development

REMAINING VIOLATION INSPECTION REPORT

JUL 2 7 2020

2678

Owner(s) Ibrahim & Lucy Khairy Dba Arch Properties 15219 Citation Road Carmel, IN 46032

Prop. Location: 219 1/2 E 8th ST Number of Units/Structures: 3/2 Units/Bedrooms/Max # of Occupants: Bld 1: Bld 1: 1/4/5 1/1/5, Bld 2: 1/2/5

Date Inspected: 05/14/2020 Primary Heat Source: Gas Property Zoning: RM Number of Stories: 2 Inspector: Norman Mosier Foundation Type: Basement Attic Access: No Accessory Structure: Det. unit

### **REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.10.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

Monroe County records show this structure was built in 1960. There were no minimum emergency egress requirements at the time of construction.

#### **INTERIOR:**

MAIN LEVEL UNIT (219): Entry Hallway: No violations noted.

> City Hail Email: hand@bloomington.in.gov Neighborhood Division (812) 349-3421

401 N Morton St https://bloomington.in.gov/hand Housing Division (812) 349-3401 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582

#### SE Bedroom 14 x 14: No violations noted.

**Existing Egress:** Height:52 inches Width: 20 inches Sill Height: 26 inches Openable Area: 7.22 sq. ft.

## Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

Kitchen 12 x 9, Back Porch, Living Room 26 x 14: No violations noted.

#### UPPER LEVEL:

Stairway, Hallway: Secure the loose handrail. BMC 16.04.060 (b)

NE Bedroom 14 x 10; No violations noted.

> Existing Egress: Height: 23 inches Width: 33 inches Sill Height: 29inches Openable Area: 5.27 sq. ft.

## Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

<u>SE Bedroom 14 x 12:</u> Same window as above. No violations noted.

West Bedroom 26 x 14: Same window as above. No violations noted.

Hall Bath:

Secure the loose toilet to its mountings. BMC 16.04.060 (c)

Repair the hot water faucet to eliminate the constant dripping. BMC 16.04.060(c)

#### MAIN STRUCTURE: LOWER LEVEL UNIT: Entry Stairway: No violations noted.

Repair or replace existing smoke detector in a manner so that it functions as intended. Entryway: IC 22-11-18-3.5

Living Room 22 x 16: No violations noted.

Kitchen 12 x 7: Replace the failing sprayer hose, leaking. BMC 16.04.060 (c)

Bathroom: Replace the loud exhaust fan. BMC 16.04.060 (c)

Bedroom 16 x 8-10; No violations noted.

Furnace Closet: Gas furnace located here, see other requirements. No violations noted.

NORTH STRUCTURE (219.5): Living Room 17 x 12, Bathroom, Kitchen 9-9 x 4: No violations noted.

NE Bedroom 8-3 x 7-4 + 4-4 x 2-3: No violations noted.

> **Existing Egress:** Height: 36 inches Width: 30 inches Sill Height: 24 inches Openable Area: 7.5 sq. ft.

> > Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

NW Bedroom 8-3 x 7-4 + 4-4 x 2-3: Same window as above. Replace the missing doorknob on the entry door. BMC 16.04.060 (a)

Detached Shed: No violations noted.

#### EXTERIOR:

Main Structure, North Structure, Detached Shed: No violations noted.

## **OTHER REOUIREMENTS:**

NIN

## Furnace Inspection Documentation

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

0	) parts per million (ppm)
1 Jesired level.	) ppm
Accentable level in a fiving spuce.	
	ppm
BMC 16.01.060(f), BMC 16.04.060(c), BMC 16.	.04.060(b)

The following documents were not provided to the office or reviewed by the inspector within 60 days of the date of the inspection, and as such a fine will be levied;

# Tenants and Owners Rights and Responsibilities Summary

A completed copy of the Tenants and Owners Rights and Responsibilities Summary BMC 16.03.060(c) and BMC 16.10.030(b)

### Inventory & Damages List

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. BMC 16.03.050(e) and BMC 16.10.030(b)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

### This is the end of this report.





## City Of Bloomington Housing and Neighborhood Development

## RENTAL INSPECTION INFORMATION

MAY 1 9 2020 Ibrahim & Lucy Khairy Dba Arch Properties 15219 Citation Road Carmel, IN 46032

RE: 219 1/2 E 8th ST

Please find the enclosed Rental Inspection Report which contains pertinent information about the Cycle Inspection that was recently conducted at the above referenced property. The inspector has listed all noted violations and recommendations on the enclosed Rental Inspection Report. You have sixty (60) days from the date of this letter to correct the violations listed on the report.

Once violations have been corrected, it is your responsibility to call the Housing and Neighborhood Development office within this 60 day window but no later than **JUL 1 8 2020** to schedule a re-inspection. You have the right to appeal any violation of Bloomington Municipal Code Title 16 noted on the rental inspection report to the Board of Housing Quality Appeals.

This report is issued in accordance with BMC 16.10.020 and 16.10.040 of the Residential Rental Unit and Lodging Establishment Inspection Program. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Bloomington Municipal Code requires that all violations of all Titles of the BMC must be in compliance before a permit will be issued. Please be advised that non-compliance by the deadlines listed in this letter may limit the permit period to a maximum of three (3) years.

If the owner's or agent's contact information has changed since your last inspection, please submit a new registration form to the HAND Department. The registration must be signed by the owner of the property, not the agent. All rental forms and documents can be found at www.bloomington.in.gov/hand. If you do not have access to the internet, you may contact HAND at 812-349-3420 and forms will be provided.

If you have any questions regarding the permit process, please call weekdays between 8:00 a.m. and 5:00 p.m., at (812) 349-3420.

Sincerely,

Housing & Neighborhood Development Encl:Inspection Report,

> City Hall Email: hand@bloomington.in.gov Neighborhood Division (812) 349-3421

401 N Morton St https://bloomington.in.gov/hand Housing Division (812) 349-3401 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582



## City Of Bloomington Housing and Neighborhood Development

### CYCLE INSPECTION REPORT

Owner(s) Ibrahim & Lucy Khairy Dba Arch Properties 15219 Citation Road Carmel, IN 46032

Prop. Location: 219 1/2 E 8th ST Number of Units/Structures: 3/2 Units/Bedrooms/Max # of Occupants: Bld 1: Bld 1: 1/4/5 1/1/5, Bld 2: 1/2/5

Date Inspected: 05/14/2020 Primary Heat Source: Gas Property Zoning: RM Number of Stories: 2 Inspector: Norman Mosier Foundation Type: Basement Attic Access: No Accessory Structure: Det. Garage

Monroe County records show this structure was built in 1960. There were no minimum emergency egress requirements at the time of construction.

#### INTERIOR:

MAIN LEVEL UNIT (219): Entry Hallway: No violations noted.

<u>SE Bedroom 14 x 14:</u> No violations noted.

> Existing Egress: Height:52 inches Width: 20 inches Sill Height: 26 inches Openable Area: 7.22 sq. ft.

> > Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

<u>Kitchen 12 x 9, Back Porch, Living Room 26 x 14:</u> No violations noted.

#### UPPER LEVEL:

Stairway, Hallway: Secure the loose handrail. BMC 16.04.060 (b)

> City Hall Email: haud@bloomington.in.gov Ncigluborhood Division (812) 349-3421

401 N Morton St https://bloomington.in.gov/hand Housing Division (812) 349-3401 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582

2678

<u>NE Bedroom  $14 \times 10$ </u>: No violations noted.

> Existing Egress: Height: 23 inches Width: 33 inches Sill Height: 29inches Openable Area: 5.27 sq. ft.

ĺ

Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

SE Bedroom  $14 \ge 12$ : Same window as above. No violations noted.

West Bedroom 26 x 14: Same window as above. No violations noted.

Hall Bath: Secure the loose toilet to its mountings. BMC 16.04.060 (c)

Repair the hot water faucet to eliminate the constant dripping. BMC 16.04.060(c)

MAIN STRUCTURE: LOWER LEVEL UNIT: Entry Stairway: No violations noted.

Entryway: Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

Living Room 22 x 16: No violations noted.

<u>Kitchen 12 x 7:</u> Replace the failing sprayer hose, leaking, BMC 16.04.060 (c)

Bathroom: Replace the loud exhaust fan, BMC 16.04.060 (c)

Bedroom 16 x 8-10: No violations noted.

<u>Furnace Closet:</u> Gas furnace located here, see other requirements. No violations noted.

NORTH STRUCTURE (219.5): Living Room 17 x 12, Bathroom, Kitchen 9-9 x 4: No violations noted.

#### NE Bedroom $8-3 \times 7-4 + 4-4 \times 2-3$ : No violations noted.

**Existing Egress:** Height: 36 inches Width: 30 inches Sill Height: 24 inches Openable Area: 7.5 sq. ft.

## Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

NW Bedroom 8-3 x 7-4 + 4-4 x 2-3: Same window as above. Replace the missing doorknob on the entry door. BMC 16.04.060 (a)

Detached Shed: No violations noted.

#### EXTERIOR:

Main Structure, North Structure, Detached Shed: No violations noted.

### **OTHER REQUIREMENTS:**

### Furnace Inspection Documentation

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

0 parts per million (ppm) Desired level: 9 ppm Acceptable level in a living space: Maximum concentration for flue products: 50 ppm BMC 16.01.060(f), BMC 16.04.060(c), BMC 16.04.060(b)

# Tenants and Owners Rights and Responsibilities Summary

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.060(c) and BMC 16.10.030(b)

#### **Inventory Damage List**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. A completed copy of the Inventory & Damage List must be provided to the office within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.050(e) and BMC 16.10.030(b)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

ť

This is the end of this report.
### Arch Properties 15219 Citation Road • Carmel, Indiana 46032

November 2, 2020

City of Bloomington Housing & Neighborhood Development 401 N. Morton St., Suite 130 Bloomington, IN 47404

Re: 219 and 219 1/2 8th Street, Bloomington, IN 47408

Dear Sir or Madam:

Please find included in this letter the following documents you requested regarding the three units of the above-referenced property:

- Tenants' & Owners' Rights & Responsibilities ("T&O")
- Move-In Inspection Reports

We have also included for each unit a Receipt Confirmation for the T&O and the EPA brochure.

Please note that we are filing an appeal separately, a copy of which is also included herewith, with the Board of Housing Quality Appeals ("BHQA") regarding the following additional fees:

- Failure to Timely Provide Summary of Rights & Responsibilities, and
- Failure to Timely Provide Inventory & Damage List

Following our phone conversation of today with one of your colleagues, we were told we should temporarily withhold payment of the assessed fee, pending the decision of the BHQA, following the Board's meeting of December 16, 2020. Should you require anything, please let us know.

Yours sincerely,

Ibrahim Khairy

Enclosures: ment'd

Rental Information for Bloomington Bloomington	TENANTS' AND OWNERS' RIGHTS AND RIGHTS AND RESPONSIBILITIES City of Bloomington Housing and Neighborhood Development (HAND) (HAND) (812) 349-3420 (812) 349-3420 (812) 349-3420 (91 N. Morton St. (91 N. Morton St.)(91 N. Morton St. (91 N. Morton St.)(91 N. Morton St. (91 N. Morton St.)(91 N. Morton St
<ul> <li>Sets minimum requirement for electrical systems and required outlets: Every habitable room shall contrain no less than 2 separate outlets one of which may be switched. (one may be a ceiling fixture) Article 7; Fire Safety Requirements</li> <li>Article 7; Fire Safety Requirements</li> <li>Article 7; Fire Safety Requirements</li> <li>Article 7; Fire Safety Requirements</li> <li>and fire protection systems. Every sleeping room must have approved, direct means of egress/exit to the exterior.</li> <li>Bloomington Municipal Code Title 6 allows the City to issue tickets of up to \$50 for improper storage or disposal of trash. Title 6 also allows the City to issue property you live in and avoid tickets.</li> </ul>	Use this brochure!         This brochure should be filled out and signed by all parties. Copies of this summary and the joint inspection should be retained by all.         Jane       Jane         Date       Signature/Tenant         Date       Signature/Tenant         Date       Signature/Tenant         Date       Signature/Tenant         Date       Signature/Tenant
<ul> <li>The PMC is divided into 7 Articles. A brief summary of those articles and how they apply to both property owners and tenants is outlined below.</li> <li>Article 1; Administration and Enforcement <ul> <li>Article 1; Administration and Enforcement</li> <li>Scope and intent of the code: To protect rental occupants and the property they occupy.</li> <li>Right of entry by inspector and the owner: Code allows the owner or agent the right to enter the property at reasonable times in order to code may appeal to the Board of Housing Quality Appeals.</li> </ul> </li> <li>Article 2: Definitions <ul> <li>Article 2: Definitions</li> <li>Article 2: Definitions</li> <li>Article 3; General Requirements</li> <li>The exterior and interiors, such as: Sanitation, grading, weeds and accessory structures.</li> <li>The exterior and interior of the structure shall be maintained structurely sound, protect the occupants from the environment and be sanitation.</li> </ul> </li> </ul>	<ul> <li>Article 4; Light, Ventilation and Space Requirements</li> <li>* Each unit shall meet minimum light and ventilation requirements. In general all spaces or rooms shall be provided sufficient light and vent so as anot to endanger health and safety.</li> <li>* Each unit shall have minimum square footage requirements for each occupant. The minimum bedroom requirement is 70 sq. feet for 1 occupant or 50 sq. feet for each occupant thereof. (However, zoning restrictions may reduce total occupant to soft and vents, see your permit for exact total.)</li> <li>Article 5; Plumbing Facilities and Fixture Requirements</li> <li>* Each unit must include its own plumbing facilities vand if provided, all kitchen fixtures shall function as indicated.</li> <li>Article 6; Mechanical and Electrical Requirements facilities and strong and its press and disposal of furnam vasts and all units shall function as indicated. In cooking equipment All equipment for heating and cooking equipment All equipment for heating and in places. Contact and in the shall function as indicated.</li> </ul>

Do you know how to use a fire extinguisher? Fire extinguishers can save lives if used properly.	CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE 1) The maximum occupant load for my unit is 2 / A.D. (Number/ 2) I have reviewed the Rental Occupancy Per- mit for the unit I am renting. A D	<ul> <li>The Rental Occupancy Permit will tell you:</li> <li>⇒ The number of legal bedrooms.</li> <li>⇒ The legal number of tenants allowed to occupy the unit.</li> <li>⇒ Variance information. Some properties in Blooming-ton have been granted variance from the code. Many of these variances have conditions that must be met in order for the variance to be valid.</li> <li>⇒ The date the property was last inspected and the date the permit expires.</li> </ul>	• RENTAL OCCUPANCY PERMITS Always review the Rental Occupancy Per- mit prior to signing a lease. The housing Property Maintenance Code (PMC) of Bloom- ington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance stan- dards, basic equipment and facilities standards and is to be construed as to prevent unsafe living conditions for all. The Code requires that all rental properties in the city, with a few special exceptions, must be inspected and have valid Rental Occupancy Permits. The Permit has valuable information, and the owner of the property should have a copy posted in the unit.
Note: Acting inspection, he a copy of a let inspection and mailed to the the the inspection report spection report and retain that ricd and two ta		noted on fr the damage refunded w <u>tenant pro</u> <u>warding a</u> Tenants: existing	<ul> <li>A JO</li> <li>PR</li> <li>1. MOVE I</li> <li>the tenant, a within 10 d the tenant s and damage duplicate of shall be dee ment.</li> <li>2. MOVE</li> <li>the tenant a the tenant a</li> </ul>

### A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.

MOVE IN: An owner must arrange, with ne tenant, a joint inspection of the unit vithin 10 days of occupancy. The owner and ne tenant shall jointly complete an inventory ne tenant shall jointly complete an inventory nd damage list. This shall be signed by all, huplicate copies shall be retained by all and hall be deemed part of the tenancy agree-

2. MOVE OUT: The owner shall contact the tenant and arrange a joint inspection, at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days <u>provided that the</u> tenant provide the landlord a written fortenant ground the landlord a written for-

enants: if available and if not part of your existing lease, list your permanent or forwarding address here:



Jore: Acting in good faith, if the owner is unable to schedule the rapection, he may show compliance by producing the following: copy of a letter to the tenant stating the time and place of the nspection and a normal business record showing the letter was nailed to the tenant by first class mail at least two days prior to he inspection. The owner shall note on a signed and dated inpection report any damages which exceed normal wear and tear protection that summary for a minimum of the present lease peind and two subsequent lease periods, or for a period of four years, whichever is less.



Your unit should be clean when you move in *and* when you move out.

### KNOW WHO TO CONTACT IF YOU HAVE PROBLEMS OR QUESTIONS The code requires disclosure of who manages or owns the unit and their usual address. This in-

£.;

owns the unit and their usual address. This information is to be kept current. Owner/manager contact information:

Name Ibrahim & Lucy Khairy

Address 15219 Citation Rd., Carmel, IN 46032

(317) 587-8714

Phone

### PROBLEMS WITH THE RENTAL UNIT

If you experience problems with your rental unit, call your landlord/agent and report the problem to them. Agree on a time by which the problem is to be rectified. If the problem is not rectified by the agreed time and the problem is a violation of the PMC, you may file a complaint with HAND at 349-3420. Complaints must be signed prior to an inspection being conducted. The complaint inspection shall be limited to the items complainted about unless the officer finds the unit in such repair that a complete inspection is required to effectuate the code.

Following is a very brief summary of the Property Maintenance Code (PMC). If you want to review the complete code, it is on the World Wide Web at,

www.city.bloomington.in.us-

Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

### Arch Properties 15219 Citation Road • Carmel, Indiana 46032

June 20, 2020

### **RECEIPT CONFIRMATION - WALK-DOWN UNIT**

The undersigned tenant of the Walk-Down unit, 219 East 8th Street, Bloomington, Indiana 47408, hereby confirms having received from Arch Properties the following documents:

- Tenants' and Owners' Rights and Responsibilities, and •
- EPA's Protect Your Family from Lead in Your Home ٠

7-13-2020 Date:

Alexander

	Arch Properties	
15219 Tel.: (317) 587-8714	Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com	Fax: (317) 587-8715
	NAILS IN SOUTH WALL	· · · ·
7. Miscellaneous	BUT NOOTHBA NAM HEARY	
KITCHEN 1 Floot 2 Walls	OLD-POCKMARKS-CIDEN CLEAN ALLCLEAN WORD DOWN	
	PAINTED OC-CLEANTNOWER	
Getting     Windows & ourtains     S Electrical outlets	ALL CLEAN INSIDET DWT/CLIRITAIUSWAITED ALL CLEAN/TIGHT TH ALL CLEAN/TIGHT TH	
6. Light fixtures	ALL IN WIRCHERS	e e
7: Rettleration 1 Post Linas 1 C. A. T. S. A. C.	BLE CLEWRIDE OF FRONT SCRAPEONGIDE OF FRONT DUNN TRUNKTIONAL	
9. Garbage disposal	FUCTION AC FUCTION AC ALL CL BOUTFINETIONAL	
10. Cabinets	CLEAN NICKSON	
11. Countertop/bat 12. Range/oyen/hood	AL NEW CLEM	
13 Dishwasher	CLEAN A FUNCTIONAL Conter between Fridget,	
14. Miscellaneous	Conter Incharting Early Streen Unibe	
Living ROOM	VINYL WIDD. CLEAN SOME SLNTS A BIT UN- GLUED	
2. Walls 9. Celling	- ALL CLEAN, NO HAES IN, OGD DOWN ON PAINTED CLEAN - SOME SEAMS VISI GUE	·
4. Light fixtures     5. NB window plastic cover	HU CLEAN + BULBS WTOKING CLEAN ED	
6. Windows & ourtains	ALLWASHED + BEEWINDOWS	
Blectrical outfela     Si Miscellaneous	ALL FINE TIGHT WORKING	
INSIDE STAIRGASE 1. Fluor (wooden floor) 2. Walls	CLEAN + WIDTED DOWN CLEAN/NOWERS/	·
3. Celling	WIDED DOWN GODD / CLEAN WIDED DOWN/HODDED	
4. Wojiden ramp.	NEW BOLD CLEANT	
6. Electrical outlets	N/A	
<ul> <li>7) Door to Main House unit</li> <li>8. Miscallaneous</li> </ul>	REALIEBON NEWLY WARNSHED ALL LOCKS WORLING/NEW	- -
BATHROOM	CARSIN MONOXIDE	······································
1 Ricon	CLEAN +NO BROKEN THES	

;

1

Page 2 of 4

Arch Properties 15219 Citation Road • Carnel, Indiana 46032-5003 Earn (217) 587-8715		
15219 Citation Road • Carney, Induita 40004-0000           Fax: (317) 587-8715           Tel.: (317) 587-8714		
7 Miscellaneouar	NAILS IN SOUTH WALL BUT NO DTHIBN NAIL HELAS	
KITCHEN	OLD-POCK MARICI -CIERS	
2. Walls	ALL CLEAN WIDES WITH PAINTED OL - CLEAN + NOWERS	
ar Goiling a Willdows & curtains	ALL CLIDAN INSIDENT	
5y Elebrical office	AL CLARAD/ 101	
6 / Light fixtures	ALL IN WORLDS DEDER W/ BULGS ALL CLEAN IN /OUT ALL CLEAN IN /OUT	
7. Roffigerupor Verte Lavier 8. Sink 9. Garbage disposal	SPRAYEN NEW	
10. Cathlets	ALL CL BAU + PULCTION AL	
14. Countertop/bar	TOPH SIDE	
12 Range/oven/hood	AN NEW CLEAN CLEANA FUNCTIONAL	
T3: Dishwasher: 14: Miscellaneola	Conter between Fridget, Conter between Fridget, Store over tiple only traiter	
1 Rior (1997) 21 Walls	VINYL WOOL CLEAN SOME SENTS A BIT UN- GLUED - MI CLEAN, NO HARS	
的问题,这些可能的问题,你们就是你的问题。" 第二章	CLEAN - SOME SBAMS	
5 NE window plastic cover	CLEAN ED	
6 Windows & partains 2 Electrical on the market	ALLWASHED + CEEWINDOWS CLEANED INSIDE + OUT ALL FINE TIGHTY WORKING ALL FINE TIGHTY WORKING	
8. Miscellaneous	WIPBD DOWN	
NSDY STARCASE	CLEAN+WIPED DOWN CLEAN/NOWEBS/ WIDED DOWN	
<ul> <li>3. Ceiline,</li> <li>4. Wobden, ramp 1.</li> </ul>	WIDED DOWN/NOPPED	
<ul> <li>5 Light fixtures</li> <li>6: Ellectrical outlets</li> </ul>	NEW BULD CLEANT FUNCTION ING	
71. Door to Main House unit	REALIZEDA NEWLYVARNISHED ALL LOCKS WORKING/WEENG. COZ Detector working	
DATIROOMS 11. Flop	CLEAN TWO BROKEN TRES	

Page 2 of 4

	Arch Properties	
Tel.: (317) 587-8714	15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com	Fax: (317) 587-8715
Tel.: (317) 587-8714 2. Walls 3. Ceiling: 4. Sink 5. Mirror 6. Shower, faucets, files, gro 7. Tollet 8. Towel bars/accessories 9. Light fixtures 10. Electrical outlets 11. Exhanst fan 12. Cabinets	LIEAN + NO HOLES WEAN - CRACLE LOOK CUEAN AN CUEAN/NEN GOUT-WORKING AN CUEAN TWOKING AN CUEAN TWOKING IN TRET-CUEANT A BIT LOOKE BUT NOT SADDING	Fax: (317) 587-8715
13. Miccellancous	CLEANED OUT EXCLED TO POR SOME GARDEN TOOLS	

9 Light fixtures	NOT SADDING	
10. Biecrical outlets	CLASAN/FUNCTIONING	
11. Exhaust fan	NEW/CLEAN /WORKING	7
12. Cabinets	AN CLEAN NOTHING BEOKREN WHANDLES	
13. Miscellaneous		
SAED	EXCLOT FOR SOME	
	GARDBIJ TOOLS	
FRONT VARD	CLEAT DEBRIS FRER	
ΒλάκγΑΚΟ	CLEAN DEBEN FREE	
HEATING/AIR CONDITIONING	ALL FINCTI ONING DECENT & BRINCE	
NUMBER OF KEYS	<u>Received</u> 2.	. <u>Returned</u>
SMOKE DETECTORSE	ALL INSTANTED + FUNCTIONING MARKET 1/1+ ICAR BAN MARKET 1/12 TEATON + I MOROFOT	ne .
CARBON MONOXIDE DETECTOR	2 - TOO OF INNER STAIRCAR RO IN BLEEDING AREA	
FIRE EXCINQUISHERS	VPD+MD+ WOLLCING	
TRASH CANS	Y TRASH CAN	
	1 RBOY CLING	
MINCELLANEOUS	4 X X	

### 10 . ....

•

Page 3 of 4 .

43

### Arch Properties 19 Citation Road • Cannel, Indiana 46032-5003

	rad@indy.rr.com. Fax: (317) 587-8715
Tel.: (317) 587-8714 arch	
MOVE-IN COMMENTS	MOVE-OUT COMMENTS
TENANT NE TREIEUT BAL	.ut
LEOBAT AND	
CORTAN UNITOR MAILES	, TI
- Alexandre	
a manufacture of the second	L
Move-in	MOYE-OUT
	the second second second second interaction with
Tenants (or their representative) have inspected the above	premises Tenants (or their representative) have made a move-out inspection with xceptions an Arch Properties representative and agree that the above result of the
prior to occupancy and accept it with the conditions and/or o	condition that inspection accurately reflects the state and condition of the
upon termination of tenancy, normal wear and tear excepted.	premises upon tenants' departure.
Tenent 1: Aune Min /	Tenant 1:
•	
Tenant 2:	
Tenants' Representative:	Tenants' Representative:
Date: theratest 8 20 20"	Date:
Date: <u>Canquine</u>	
Arch Properties Representative Jung 1, 240	Arch Properties Representative:
Date August 8, 2020 Augu til	Dale:
Survey	MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING
	ADDRESS
	First & Last Namo:
	Address:
	City, State, Zip Code:
	Telephone number;
	E-mail:

[081018/ik]

Article 1; Administration and Enforcement those articles and how they apply to both property owners and tenants is outlined below. The PMC is divided into 7 Articles. A brief summary of Article 2; Definitions Article 3; General Requirements Article 4; Light, Ventilation and Space Requirements Article 5; Plumbing Facilities and Fixture Requirements Article 6; Mechanical and Electrical Requirements PMC. occupants and the property they occupy. Scope and intent of the code: To protect rental code may appeal to the Board of Housing Qual-Right of appeal: Any person affected by the to comply with the PMC. enter the property at reasonable times in order Code allows the owner or agent the right to Right of entry by inspector and the owner: tion, grading, weeds and accessory structures. Article 2 defines all relevant terms used in the ity Appeals. occupants from the environment and be sanibe maintained structurally sound, protect the The exterior and interior of the structure shall Regulates premises conditions, such as: Sanitapant or 50 sq. feet for each occupant thereof. bedroom requirement is 70 sq. feet for 1 occurequirements for each occupant. The minimum vent so as not to endanger health and safety rooms shall be provided sufficient light and tion requirements. In general all spaces or vacy, are adequate for personal cleanliness and occupant load; see your permit for exact total.) (However, zoning restrictions may reduce total Each unit shall have minimum square tootage Each unit shall meet minimum light and ventilation as it was designed and all units shall be cooking equipment: All equipment shall func-Sets the minimum requirement for heating and disposal of human waste and if provided, all ties which operate properly, can be used in prino less than 65 degrees. capable of maintaining a room temperature of Each unit must include its own plumbing facilicitchen fixtures shall function as indicated Continued  $\rightarrow$ 

- Article 7; Fire Safety Requirements may be switched. (one may be a ceiling fixture) contain no less than 2 separate outlets one of which and required outlets: Every habitable room shall Sets minimum requirement for electrical systems
- Outlines emergency egress, fire resistance ratings and fire protection systems. Every sleeping room must have approved, direct means of egress/exit to the exterior

grass or weeds over 8 inches in height. Take care of the Bloomington Municipal Code Title 6 allows the City to issue property you live in and avoid tickets. Title 6 also allows the City to issue tickets of up to \$25 for tickets of up to \$50 for improper storage or disposal of trash

### Date Date Date Date Date Date joint inspection should be retained by all. by all parties. Copies of this summary and the This brochure should be filled out and signed 7/2/20 1 05.6 Signature/Tenant Signature/Tenant Signature/Tenant mature/Tena Use this brochure! turt 1 ire/Tenan



If you don't read anything else, make sure you read this!

45

Property address: 219 1/2 E. 8th St **TENANTS' AND OWNERS' Neighborhood Development Bloomington Housing and** RESPONSIBILITIES Bloomington, IN 47402 401 N. Morton St. **RIGHTS AND** (812)349-3420 Bloomington, IN 47408 P.O. Box 100 (HAND)

Revised August, 1 2003

Signature/Owner/Agent

	CHECK THE F SIGN 1) The maximum 2 /GM /M 2) I have reviewe mit for the unit I a	<ul> <li>The Rental Occupancy Permit will tell you.</li> <li>⇒ The number of legal bedrooms.</li> <li>⇒ The legal number of tenants allowed t unit.</li> <li>⇒ Variance information. Some propertie ton have been granted variance from t of these variances have conditions that in order for the variance to be valid.</li> <li>⇒ The date the property was last inspect the permit expires.</li> </ul>	◆ RENTAL OCCUPANCY PERM Always review the Rental Occupancy mit prior to signing a lease. The housi Property Maintenance Code (PMC) of ington exists to protect the public heal safety and welfare in all rental units. T code establishes minimum maintenance dards, basic equipment and facilities st and is to be construed as to prevent un living conditions for all. The Code red that all rental properties in the city, wi special exceptions, must be inspected have valid Rental Occupancy Permits. Permit has valuable information, and to owner of the property should have a o posted in the unit.
Do you know how to use a fire extinguisher? Fire extinguishers can save lives if used properly.	CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE 1) The maximum occupant load for my unit is 2 /GM /MD (Number / Initial) 2) I have reviewed the Rental Occupancy Per- mit for the unit I am renting (M /MD Initial	Rental Occupancy Permit will tell you: The number of legal bedrooms. The legal number of tenants allowed to occupy the unit. Variance information. Some properties in Blooming- ton have been granted variance from the code. Many of these variances have conditions that must be met in order for the variance to be valid. The date the property was last inspected and the date the permit expires.	• <b>RENTAL OCCUPANCY PERMITS</b> Always review the Rental Occupancy Per- mit prior to signing a lease. The housing Property Maintenance Code (PMC) of Bloom- ington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance stan- dards, basic equipment and facilities standards and is to be construed as to prevent unsafe living conditions for all. The Code requires that all rental properties in the city, with a few special exceptions, must be inspected and have valid Rental Occupancy Permits. The Permit has valuable information, and the owner of the property should have a copy posted in the unit.
			1. A shall the ta the t

### A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.

MOVE IN: An owner must arrange, with ne tenant, a joint inspection of the unit rithin 10 days of occupancy. The owner and he tenant shall jointly complete an inventory nd damage list. This shall be signed by all, iuplicate copies shall be retained by all and hall be deemed part of the tenancy agree-

MOVE OUT: The owner-shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new ocupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days <u>provided that the</u> refunded within 45 days <u>provided that the</u> refunded within 45 days <u>provided that the</u>

Tenants: if available and if not part of your existing lease, list your permanent or forwarding address here:



ote: Acting in good faith, if the owner is unable to schedule the spection, he may show compliance by producing the following: copy of a letter to the tenant stating the time and place of the spection and a normal business record showing the letter was ailed to the tenant by first class mail at least two days prior to e inspection. The owner shall note on a signed and dated inpection report any damages which exceed normal wear and tear of and 2 subsequent lease periods, or for a period of 4 years, hichever is less



Your unit should be dean when you move in *and* when you move out.

### KNOW WHO TO CONTACT IF YOU HAVE PROBLEMS OR QUESTIONS

The code requires disclosure of who manages or owns the unit and their usual address. This information is to be kept current. **Owner/manager contact information:** Name <u>I. & L. Khairy D/B/A Arch Properties</u> Address 15219 Citation Rd., Carmel, IN 46032

# ♦ PROBLEMS WITH THE RENTAL

Phone

(317) 587-8714

TINU

If you experience problems with your rental unit, call your landlord/agent and report the problem to them. Agree on a time by which the problem is to be rectified. If the problem is not rectified by the agreed time and the problem is a violation of the PMC, you may file a complaint with HAND at 349-3420. Complaints must be signed prior to an inspection being conducted. The complaint inspection shall be limited to the items complained about unless the officer finds the unit in such repair that a complete inspection is required to effectuate the code.

Following is a very brief summary of the Property Maintenance Code (PMC). If you want to review the complete code, it is on the World Wide Web at,

www.city.bloomington.in.us, or you can re-

Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

46

### Arch Properties 15219 Citation Road • Carmel, Indiana 46032

June 20, 2020

### **RECEIPT CONFIRMATION - CARRIAGE HOUSE UNIT**

The undersigned tenants of the Carriage House unit, 219 1/2 East 8th Street, Bloomington, Indiana 47408, hereby confirm having received from Arch Properties the following documents:

- Tenants' and Owners' Rights and Responsibilities, and •
- EPA's Protect Your Family from Lead in Your Home •

Molp

Grant Malkin

Mason Dropkin

Date:  $\frac{6/39/20}{7/2/20}$ 

Tel.: (317) 587-8714 • E-mail: archtrad@indy.rr.com • Fax : (317) 587-8715

15219 Citation Road 

Carmel, Indiana 46032-5003

archtrad@indy.r.com

Tel.: (317) 587-8714

**`**\.

Fax: (317) 587-8715

### MOVE-IN/MOVE-OUT REPORT-"CARRIAGE HOUSE" UNIT-219 ½ EAST 8<sup>TH</sup> ST.

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks, or damages, unless otherwise noted below under "Move-in Exceptions."

noted below under "Move-in Exceptions."		and the second
ROOMORITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
TRONT RORCH 1 Porch/patio 2 External light fixture	PLOFESSION MLLY POWER WATED - SWEATFREE OF LEARS + DEB RU WORKING + FREEDEWEAS	
	ALAN & WALKING -SCUFF	
3. Entrance door	MARKS GLAS IN THE	
4 Misgellancous	OUT INCLUDING WINDOWS	
KITCHEN	CLEAN/SOME POLICHANKS	
2 Walls	CLEAN ON TOP OF FAN + WORKING	
<ol> <li>Celling &amp; fan</li> <li>Windows &amp; screens /9-1/05</li> <li>Electrical outlets</li> </ol>	ALL CLEAN + WARCING CLEANED INSIDE+ OUT SIDE/ALMONICLEANED CLEAN + WARLING	1
<ul> <li>5 Electrical outlets</li> <li>6 Light fixtures</li> <li>7 Refrigerator 1 Lance 1 N = 20 B 2 Rn / 2 Stations</li> </ul>	ALL CLEAN N/ BUBS +WORKING CLEAN NYNF 2VBORIE DRAVERS ALL DADS IN THET	
<ul> <li>8/ Sink</li> <li>9 Garbage disposal</li> <li>10 Cabineta</li> </ul>	GOUD WARKING ORD BA CURAN AU CUEAN+ WARKING	
11. Countertop/UAr 12. Range/stove/oven/bood.	MCKS SCENEHEST GUUGES BUT FINZ AN CLIEAN + WONKING AN CLEAN + WONKING	
13. Dishwasher 14 Miscellaneous	NEW DRIP PANS	
LIVING ROOM 11 Floor (eerp#) 2 Walls	VINUL WOOD PREVILING SIMMA AWARE INSIDE OF FRANT DOME CLEANY DAINTED	
3 Ceiling	CLEAN NO WEBS.	
4 Woodwork	ALL CLEANS WIPED	
5. Light fixtures	NA ALLA	
6: Windows & screens	ALCLEAN I WH OUT A	
7; Bligds/curtains 8. Electrical outlets, shore Jacks	mu cue mut working	
9) AVAC Mini Split antitemote 10 Miscellaneous	erean awaring	
BATHROOM 1 Floor	CLEAN .	

ر. مير

. Page 1 of 3

	Arch Properties 9 Citation Road • Carmel, Indiana 46032-50	003
Tel.: (317) 587-8714	archtrad@indy.rr.com	Fax: (317) 587-8715
24 Walls	LLEAN PATNIED INDOUTD RIGHT OF SINC	
2 Walls 3 Ceilling 24 Window	OK CLEAN + PROBATER	
5. Sink	BY SHOWER CORTAIN DK CLEIN FRORTCLEN BINC CNBINET CLEAN	
6. Militor 7. Badicub, Baucats, Alles, grout	OL CLAAN - M. RELE PART WEARING ST EPGS CLEAN FAVEET + SATUR	
Burn Tollet	WORKING	
9 Towel-bars/accessories	.4	
10: Lightibriues	OLCURANI +WORKING	
A STATE OF A	OV CORPORT	i i i i i i i i i i i i i i i i i i i
12 Baliaust fon / += 4T 1-16 ++T	ABINE TOILET OLD BJ	
13 Cabinets 14 Miscellaneous	CLEAN + NORKING HISSING TURAROND UPOZE-RIGHT OF SINK	
	F 12.5	
Wist Babroom	PROF ESSIONALLY CUEANED	
2. Walls 3. Celline	NO HOLDS	
4 Window & screen	OK - CLEAN NO WERS OK CLEAN INJOUT -	
5 Blinds	WYPER RIGHT CEOLED	
6 Closef.	OL-NO DOL-TENNTS PLEFEL NO DOUL	
· · · · · · · · · · · · · · · · · · ·	OK CLEANIN HONG	
8. Electricationtlers	DIL - CLEAN + SERVICED	
LA Missellineous	AND DEHIND DOOR	
BAST BEDROOM		
EAST HEDROOM 11 Floor (carpe) 12:- Walls	PEO FESSION MUY CLEMED	
12: Walls	or croally privited	
13. Ceiling	OV CLEAN AND WEDS	
14 Windowick screen	OK-CHEAN IN/OUT SCEEEN DOWED	
14 Windowid screen	NEW / CLEAN	
16. Uloset 17	PUON PREPER NO	
16, -Closet () 17 Mirror	OK CLARAN BEHMD	
191 HVACMin Splituni/remot	CLASAN + SBAMCED	
20. Miscalineous	nonrang	

Page 2 of 3

### 15219 Citation Road • Carmel, Indiana 46032-5003 architzad@indy.tr.com

	Citation Road • Carmei, Indiana 40032-	Fax: (317) 587-8715
Tel.: (317) 587-8714	archtrad@indy.rr.com	Paki (517) 661 2.12
		· · ·
SHED	SOME OTROBUED	
	Nº PREMINAL BELONGINAL	
	DELEN USING CORIS	
YARD	CUEAN NO DEBOB	
	Barly	
HEATING/AM CONDITIONING	3 CEMOTES PM	
	MINI-SPUT	
		RETURNED
NUMBER OF KEYS	RECEIVED	<u>,</u>
	2 <b>2</b> 2	
	(asing FAMED)	
	(BEINA TIANED) AU WORKING + CLEAN	
SMOKE DETECTORS	ALL WORKING	<b>.</b> .
	+ 000	
	ATT ATT	
FIRE EXTINOUISHERS	1 -UPDATED+	
	SERVICED	
	) M	
Standard and the state of the		
TRASH CAN(S)	1 - TRACH CAN 1 - DECYCLE BIN	
	and a second	
	1 - DECHENERIN	
MISCELLANEOUS		
	iske Titl	
AND THE REPORT OF A DECKER		· · · · · · · · · · · · · · · · · · ·

······································	MOVE-OUT COMMENTS
MOVE-IN COMMENTS	MOTO-VOT COMPARINE
·	
	1
MOVE-IN	Move-out
Tonants (or their representative) have inspected the above prantises prior to occupancy and accept it with the conditions and/or exceptions noted above. Tenants agree to deliver the premises in flike condition upon termination of tenancy, normal wear and tear excepted.	Tenants (or their representative) have made a move-out inspection with an Arch Properties representative and agree that the above result of that inspection accurately reflects the state and condition of the premises upon tenants' departure.
Tenant 1: Mr. M.M.M.	Tenant 1:
Tenant 1: Mayon For home	Tenant 2:
Tenants' Representative:	Tenants' Representative:
Date:	Date:
Server a Bring	Arch Properties Representative:
Arch Properties Representatives	Date:
	MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS
	First & Last Nonto;
	Address:
	City, State, Zip Code:
	Telephone number:
	E-mail:
1	

[081018/ik]

Page 3 of 3

If which the dependence of the second	TENANTS' AND OWNERS' TENANTS' AND OWNERS' RIGHTS AND RIGHTS AND RESPONSIBILITIES Bloomington Housing and Neighborhood Development (HAND) (Bloomington, Development (HAND) (812)349-3420 POB 2420 POB 2420
<ul> <li>Sets minimum requirement for electrical systems and required outlets: Every habitable room shall contain no less than 2 separate outlets one of which may be switched. (one may be a ceiling fixture) Article 7; Fire Safety Requirements</li> <li>Article 7; Fire Safety Requirements</li> <li>Cutlines emergency egress, fire resistance ratings and fire protection systems. Every sleeping room must have approved, direct means of egress/exit to the exterior.</li> <li>Bloomington Municipal Code Title 6 allows the City to issue tickets of up to \$50 for improper storage or disposal of trash. Title 6 also allows the City to issue tickets of up to \$25 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.</li> </ul>	Use this brochure!         Use this brochure!         This brochure should be filled out and signed by all parties. Copies of this summary and the joint inspection should be retained by all.         Distributed by all.       Distributed by all.         Date       Signature/Tenant
The PMC is divided into 7 Articles. A brief summary of those articles and how they apply to both property owners and tenants is outlined below. Article 1; Administration and Enforcement scope and intent of the code: To protect rental occupants and the property they occupy. Right of entry by inspector and the owner. Code allows the owner or agent the right to enter the property at reasonable times in order to comply with the PMC. * Right of appeal: Any person affected by the odde may appeal to the Board of Housing Qual- ity Appeals. Article 2; Definitions * PMC. * PMC. * Regulates premises conditions, such as: Sanita- tion, grading, weeds and accessory structures thon, ever on a difference and interior of the structure shall	<ul> <li>Article 4; Light, Ventilation and Space Requirements from the environment and be sanitary.</li> <li>Article 4; Light, Ventilation and Space Requirements Each unit shall meet minimum light and ventilation requirements. In general all spaces or tion requirements. In general all spaces or tion requirements for each occupant. The minimum requirements for each occupant. The minimum requirements for each occupant thereof. The week, zoning restrictions may reduce total (However, zoning restrictions may reduce total tereof, and vertices of human waste and If provided, all kitchen fixture Requirements for each occupant for exact total).</li> <li>Article 5; Plimbing Facilities and Fixture Requirements and disposal of human waste and If provided, all kitchen fixtures shall function as indicated all witchen fixtures shall function as indicated and the solution as the was designed and all mits shall function as indicated and lisposal of human waste and If provided, all kitchen fixtures shall function as indicated and the solution as indicated and lisposal of human waste and If provided, all kitchen fixtures shall function as indicated to be able to as a designed and all mits shall function as indicated to be able to as the was designed and all mits shall function as indicated to be able to as the adequirement for heating and cooling equipment. All equipment shall function to be able of maintaining a room temperature of the less than 65 degrees. Continued to be able of maintaining a room temperature of the less than 65 degrees.</li> </ul>

51

		CHECK THE FOLLOWI SIGN YOUR L 1) The maximum occupant 5 / <u>S</u> . (Number / 1 2) I have reviewed the Renta mit for the unit I am renting.	<ul> <li>◆ RENTAL OCCUPANCY Always review the Rental Oc mit prior to signing a lease. T Property Maintenance Code (1 ington exists to protect the pull safety and welfare in all rental code establishes minimum ma dards, basic equipment and far and is to be construed as to pre living conditions for all. The of that all rental properties in the special exceptions, must be im have valid Rental Occupancy is posted in the unit.</li> <li>The Rental Occupancy Permit will the posted in the unit.</li> <li>The Rental Occupancy Permit will the The Rental Occupancy Permit will the The number of legal bedrooms.</li> <li>The Internation Some pr ton have been granted variance of these variances have condition in order for the property was last is the permit expires.</li> </ul>
	Do you know how to use a fire extinguisher? Fire extinguishers can save lives if used properly.	CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE The maximum occupant load for my unit is $\frac{5}{\sqrt{\sqrt{C}}}$ . (Number / Initial) I have reviewed the Rental Occupancy Per- t for the unit I am renting. $\sqrt{\sum}$ Initial	<ul> <li>◆ RENTAL OCCUPANCY PERMITS         Always review the Rental Occupancy Permit prior to signing a lease. The housing         Property Maintenance Code (PMC) of Bloom-             ington exists to protect the public health,             safety and welfare in all rental units. The             code establishes minimum maintenance standards             and is to be construed as to prevent unsafe             living conditions for all. The Code requires             that all rental properties in the city, with a few             special exceptions, must be inspected and             have valid Rental Occupancy Permits. The             Permit has valuable information, and the             owner of the property should have a copy             posted in the unit.            The Rental Occupancy Permit will tell you:         <ul>             with a legal number of legal bedrooms.</ul></li>             wint.             with a bean granted variance from the code. Many             of have been granted variance from the code. Many             of the property was last inspected and the date             the permit expires.</ul>
•	Note:: Acting inspection, b a copy of a l inspection at mailed to be mailed to be spection repo and retain th riod and 2 st whichever is		• A • A 1. MOVI the tenant within 10 the tenant and dama duplicate shall be d ment. 2. MOVI the tenant the tenant the tenant the tenant the tenant the dama refunded <u>tenant pr</u> warding Tenants

### A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.

. MOVE IN: An owner must arrange, with ne tenant, a joint inspection of the unit rithin 10 days of occupancy. The owner and tenant shall jointly complete an inventory ind damage list. This shall be signed by all, uplicate copies shall be retained by all and nall be deemed part of the tenancy agreenent.

2. MOVE OUT: The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new ocsupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days <u>provided that the</u> <u>tenant provide the landlord a written for-</u> <u>tenant provide the landlord a written for-</u>

enants: if available and if not part of your existing lease, list your permanent or forwarding address here:



Note:' Acting in good faith, if the owner is unable to schedule the inspection, he may show compliance by producing the following: a copy of a letter to the tenant stating the time and place of the inspection and a normal business record showing the letter was mailed to the tenant by first class mail at least two days prior to the inspection. The owner shall note on a signed and dated inspection report any damages which skeed normal wear and tear and retain that summary for a minimum of the present lease period and 2 subsequent lease periods, or for a period of 4 years, whichever is less



Your unit should be clean when you move in *and* when you move out.

KNOW WHO TO CONTACT IF YOU HAVE PROBLEMS OR QUESTIONS The code requires disclosure of who manages or owns the unit and their usual address. This information is to be kept current. Owner/manager contact information: Name I. & L. Khairy D/B/A Arch Properties Address 15219 Citation Rd., Carmel, IN 46032

### PROBLEMS WITH THE RENTAL UNIT

Phone (317) 587-8714

If you experience problems with your rentalunit, call your landlord/agent and report the problem to them. Agree on a time by which the rectified by the agreed time and the problem is not rectified by the agreed time and the problem is a violation of the PMC, you may file a complaint with HAND at 349-3420. Complaints must be signed prior to an inspection being conducted. The complaint inspection shall be limited to the items complaint expair that a complete inspection is required to effectuate the code.

Following is a very brief summary of the Property Maintenance Code (PMC). If you want to review the complete code, it is on the World Wide Web at,

www.city.bloomington.in.us, or you can re-

Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

52

53

June 20, 2020

### **RECEIPT CONFIRMATION -- MAIN HOUSE UNIT**

The undersigned tenants of the Main House unit, 219 East 8th Street, Bloomington, Indiana 47408, hereby confirm having received from Arch Properties the following documents:

- Tenants' and Owners' Rights and Responsibilities, and •
- EPA's Protect Your Family from Lead in Your Home

Mackinley Byrne

Eknoian, Jr.

*utta* 

David Griffin Hinton

Connor Wallace

nnernan NUN 1

Andrew Zimmerman

ł

Date: 6/26/2020

20 Date:

7/13/20 Date:

Date: //// \_\_\_\_

Date:

15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.r.com

Tel.: (317) 587-8714

Fax: (317) 587-8715

### MOVE-IN/MOVE-OUT REPORT-"MAIN HOUSE" UNIT-219 EAST 8<sup>TH</sup> ST.

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks, or damages, unless otherwise noted below under "Move-in Exceptions."

ROOMORITEM	MOVE IN EXCEPTIONS
FRONT BORCH	OK. Bentat bottum OK. Painted
Entrange door	OK. Painted
Door.bell	OK.
Light fixtures	OK.
Mailbox	OK.
Miscellaneous	Swept.
ENTRANCEHALL	
L-Floor	OK. Cleared. Old caupit.
2. Walls	OK. Nospots-
3. Ceiling	OK. No spots. OK. Wearttear.
4 Woodwork	
5. Windows	OK. Cleaned.
6: Screens	N/A
7. Doors	OK. Painted.
8. Electrical oullets	N/A. Switches OK.
9. Light fixtures	OK. 3 bulbs. Cleaned.
10. Miscellaneous	Vent cleaned. Chipped
HALLWAY	Cleared. Old cauget.
1 Eloor	Cleaner. Or allower.
2. Walls	Ch.NO Species
3. Celling	OK-Nospots. OK-Nospots. OK-Wear + tear marks.
4. Woodwork	men we write Holes in
5. Windows	Cleaned inside. Holes in windows sill.
6 Screens	N/A Nor to basement refinished. Clast door or . spatches+ marks around frame.
<ul> <li>Ø. Döors</li> <li>B. Electrical outlets</li> </ul>	Clast door of spectrast marks around traine.
<ol> <li>Biectrical onlives</li> <li>Light fixtures</li> </ol>	OK_2bulbs.
10. Miscellaneous	
ELALE BATHROOM	
L Floor	OK-Cleaned.
2Walls	OK-NO SKOTS. OK-NO SKOTS.
3 Ceiling	OK - 100 84015.

Page 1 of 6

•	Arch Properties	
15219 Tel.: (317) 587-8714	Citation Road • Carmel, Indiana 46032-5003 archtrad@lndy.rr.com	Fax: (317) 587-8715
4. Woolwork	Window frame hashelos/nums	
4 Window	Cleaned inside.	
6 Screens (if my)	N/A	
7 Dours	ok. Marks at bottom.	·
sg. (Blectrical outlets	OK.	
-9 Tight fixturds	OK. Huls.	
10 Mirrón	ok. Cleaned.	
11 Sink is a set of the set of th	OK. Cleaned.	
12 Towel bars/accessories	OK- '	
	or. Cleaned.	
13 Tollet		
<b>Kirtotada</b>	ok. Cleaned.	
1. Floorer 2. Walls	OK. No spote. OK. No spote.	
清空子 建产生产 化合金合金合金合金合金合金合金合金合金合金合金合金合金合金合金合金合金合金合金	OK NO SPOTA	
A/ Celling	Main Dunn red incide	
4 Windows (incl/sorcens)		
<ul> <li>Wootworke</li> <li>6. Operite dinugroot</li> </ul>	or A few marks. Latch of	
6. Doot to mong your	OK. Nospots Weart tear	
a delectrical outlets	nx in 1, switches.	
9. Lightrixrures	OK, all with bulbs.	
102 Refrigerator	OK Cleaned. New rent	
Its Sine	and ucanon.	
12.+Garbage disposal.	New genbage disposal.	
13 Chuncis	Top left of sink scratched inside. Right door when * OK Cleaned.	
-14: Ringe/oyen	OK Cleaned.	
15 Dishwasher	ok. Cleaned.	
16 Washer and dryer and side of	OK. Lots of markst spots.	
17. Miscellaneous	Recaped- + sink is soratched. Small, markson let door of cubinet	
BACK POLCH (MULLIKOOM )	right of dishwasher.	
N. TION ST.	(Porport	
2, 4Walls	Old glue on bricks.	
a Cetting	ok-"	
4 Woodwork	Wearttear.	
5 Light fixtures	OK, Abulb.	,
6: Windows	OK. Cleaned inside.	
7 Screens	OK. Ascieenhastiny holes on side.	
TANK AND		

Page 2 of 6

15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com

Tel.: (317) 587-8714	19 Citation Road • Carmel, Indiana 40032-5003 archtrad@indy.rr.com Fax: (317) 587-8715
Bie Blectrical oullets	OK.
17: FLOOR BEDROOM 1. Floor (carpe)) 2. Walls:	Cleaned Burntmarks, on northand east side. Spot near door. OK-NO SPOTS.
4 View 3. Ceiling 4. Woodwork	OK. No spots. OK. Wegs + tear. Marks
5 Eight fixtures 6 Sconces 7 Windows	N/A All Degreed.
8 Screens 9. Door to kitchen	OK. south windows only. Muchs/sustaines above brash panel and bottom Fight.
<ol> <li>Door to entrance hall</li> <li>Blinds on door</li> <li>Blinds</li> </ol>	OK. Cleaned. OK. Nobroken slats.
13 2 built in wooden cabinels 14 Mirror (Lany)	OK.Few scratches. N/A
15. Electrical outjets 16: Miscellaucous	OK. Vent cleaned and painted Cleaned. Old competivity
LIVING ROOM	Stevens. No spots.
3) Colling 4. Woodwork	No spicts. OK-Weart tear. Scretches.
<ol> <li>Light fixtures</li> <li>Windowa</li> <li>Windowa</li> <li>Screens</li> </ol>	NO Spicis. OK-Weart tear. Scratches. N/A Cleared. Sillswith dd holes + scratches. OK
8. Blinds/curtains .9. Blactrical outlets .	OK
10. Fireplace 11. Miscellaneous STAIRCASE	Condemved. 4 chipped tiles. Dustadyout. Chipped paint repainted.
STARCASE 1. rloor (wooden floor & carp 2. Walls	50 Cleaned. No spots_
3 Celling 4 Woodea remp	No spots. Wear + tear. 2 repaired broken bars. OK. 2 bullos.
5. Light fixtures	OK. 2 bullos.

Page 3 of 6

Arck Properties 15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com Fax: (317) 587-8715 Tel.: (317) 587-8714

Tel.: (317) 587-8714	archtrad/g/indy.fr.com
6. Blectrical cuitlets	OK, incl. switches
2 <sup>th</sup> Ricci Hallway	
1) (Floor (carpel)	Cleaned. OK. No spots.
2 Walls	OK. NO Spois-
30 Ceiling	No spots.
4 Windows	Cleaned inside only- OK No. holes.
5 Soreens	
一下"不"。"这些道道都是没有是有一个事实的。"	N/A Wearttear.
· · · · · · · · · · · · · · · · · · ·	
中心的 网络拉拉拉拉拉拉拉拉拉拉拉拉	OK. 2 bulbs.
	OK
10 HVAC XYSEILS 104.	OK, incl. switches
BATTITICOM	
1, Tior (tile)	Cleaned backline across tiles. Few spots.
2. Walls	OK
3 Celling	OK
4 Window	Cleaned.
5. Noreen	Oldsont. OK.
6. Sink	Obsink.
7. Muror	Cleaned. Clean shelves
8. Bathilb, failcets, tiles, grout	
9. Toletrario	80K.
10. Towel bars/accessories	AL-2
11 Light fixtures	OK I
12. Electrical outlets	OK
13, Exhilistian	OK. Cleaned/dusted
NORTHEAST BEDROOM	Cleaned. Some burnt marks from hair curlers.
A delicione access dess treatments	marks hom was accurate.
2 Walls	OK-Nospots OK. Nospots
d. Couling and a set of the	Cleaned inside only.
4 Windows	Cleaned inside only. Noholes
	MOK Wear + Tean
7. Light fixtures	OK. Ringbulb. OK. Nobroken Kats.
8 Bunds	OK. Notrioken kats.

Page 4 of 6

\_\_\_\_\_

•

152	Arck Properties 19 Citation Road • Carmel, Indiana 46032-5003	
Tel.: (317) 587-8714	archtrad@indy.rr.com	Fax: (317) 587-8715
9 Closet 10 Miscellanegus	OK. Cleaned. Nospots. Door has scratches and 2. hooks (plestic). 4 shelves, deared.	
Southers T BEDROOM	Cleaned. Old stains and burnt marks (heir coulors)	
2 Walls	OK.No spots. OK.No spots.	
<ol> <li>Ceiling</li> <li>Windows</li> </ol>		
5. Screens	Cleaned inside only: No holes.	
6. Wooden shulters	OK, with hooks	
7. Woodwork	OK. Basebraustchipped.	
8. Shelving	9 wooden, 3 glass	
9. Light fixtures	OK. 2 bulbs	
10. Closet	OK. Abulb.	
11. Electrical outlets	CK, ind. switch	
12. Miscellaneous	1 mitter, cleaned. 2 vents, cleaned, minted	
WEST BEDROOM	Cleaned. Obtainst with obtains + few teaus	
]. Floor 2. Walls	OK-No spots	
<ol> <li>Celling</li> </ol>	OK. No sports Cleaned inside only. OK. No. holes.	
4. Windows	Cleaned Uside only.	
5. Screëns	OK. No.holes.	
6. Blinds	Of OK, nobroken slats	
7 Woodwork 8: Left clöset	Ck, wear tear. Bench has many screetches checkes, that ishelf, one mitror, that where 2 hars, 1 hulls,	
9 Rigili closet	TALLES LAND MARKET	
10 Light fixtures	2 SCONLES-CK with bulks	
11. Electrical outlets	2 sconces-Ct with 2 builts 1 cecting-Ok with 2 builts OK, chell. switches left dositmirror, doerned	
12. Mirror (IF any)	5 vents cleaned. Old vents	
13. Miscellaneous	Lepanniea.	
SHID	OK	
FRONT YARD S	Cleaned from all debris	
BACKYARD	Cleanedfromall debris	
HEATING/AR CONDITIONING	2nd Floor system OK	
	(jet 24)	

Page 5 of 6

Anch Prof		
15219 Citation Road • Carm           Tel.; (317) 587-8714	el, Indiana 46032- <u>r.com</u>	5003 Fax: (317) 587-8715
Montean Walk Downship Lukelk - Lown SYS	ten OK	
NUMERA OFKEYS 5 heys to Mai writ. 1 key to		RETURNED
enous demandress 4 units with batteries	working	
CARRONMONOXIDEDHACTORY OK Located staircas to In working on	atterof hasement. ler.	
mainzinsatisties 2 refilled		
DESSHERNS 1 large recyc 1 large trast	le bin bin	•
MiscilleAneo05		
MOVE IN COMMENTS IN 0	<u>.</u> <u>1</u>	MOVE-OUT COMMENTS
MOVE-IN COMMENTS All Flowts profession ally cleaned. Unit cleaned by cleaning contracts. Terants were not present for move- in inspection despite notice. Review to occur upon anival. Sected		Move-out
Tenants (or their representative) have inspected the above premises prior to occupancy and accept it with the conditions nation exceptions noted above. Tenants agree to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.		resentative) have made a move-out inspection with representative and agree that the above result of unately rofflects the state and condition of the ts' departure.
Tenant 1: Mr Martingay	Tenant I:	
Tenantz Andrew Zimmeran Andrew Zimmeran	Tenent 2:	
Tenants: The country Country WALLUST	Тепаят 3:	
Tenant 4: 00 VIN VICE OUT OUT UN Tenant 5: Dr. W. Hingh Pay'i Griffin Ujs Por	Tenant 4:	······································
Tenant 5: 0 7000 Charge Vision		atiye:, or
	1	anye:
Dato:Arch Properties Representative: Dato:	Arch Properties Re	presentative:
* (Control) - Wood of window sills have been treated. HVAC systems	MOVE-OUT TE	NANTS' REPRESENTATIVE'S FORWARDING Address
have been heaten. hat all checked as per contract.		) *
all checked as per constants Old vents have been repainted. Inspection reviewed on 8/2/20	Address:	······································
Inspection reviewed on 8/12/a	City, State, Zip Co	ri
	.1 etconoste iternost	ff
	Arangan	

(081018/ik)

Кa

Page 6 of 6

Ÿ

59

. 4£' ',

The PMC is divided into 7 Articles. A brief summary of	those articles and how they apply to both property owners	and tenants is outlined below.
The PMC is divided	those articles and ho	and tenants is outlin

Article 1; Administration and Enforcement

- Scope and intent of the code: To protect rental occupants and the property they occupy.
  - enter the property at reasonable times in order Code allows the owner or agent the right to Right of entry by inspector and the owner: to comply with the PMC.
- code may appeal to the Board of Housing Qual-Right of appeal: Any person affected by the ity Appeals.

### Article 2; Definitions

Article 2 defines all relevant terms used in the PMC.

Article 3; General Requirements

- Regulates premises conditions, such as: Samitation, grading, weeds and accessory structures. The exterior and interior of the structure shall
- be maintained structurally sound, protect the occupants from the environment and be sanitary.
  - Each unit shall meet minimum light and ventila requirements for each occupant. The minimum Each unit shall have minimum square footage vent so as not to endanger health and safety. rooms shall be provided sufficient light and Article 4; Light, Ventilation and Space Requirements tion requirements. In general all spaces or

60

(However, zoning restrictions may reduce total occupant load; see your permit for exact total.) Article 5; Plumbing Facilities and Fixture Requirements bedroom requirement is 70 sq. feet for 1 occupant or 50 sq. feet for each occupant thereof.

Each unit must include its own plumbing facilities which operate properly, can be used in privacy, are adequate for personal cleanliness and disposal of human waste and if provided, all kitchen fixtures shall function as indicated.

Sets the minimum requirement for heating and capable of maintaining a room temperature of cooking equipment. All equipment shall function as it was designed and all units shall be Article 6; Mechanical and Electrical Requirements no less than 65 degrees.

Continued →

- contain no less than 2 separate outlets one of which Sets minimum requirement for electrical systems and required outlets: Every habitable room shall may be switched. (one may be a ceiling forture) Fire Safety Requirements Article 7;
  - must have approved, direct means of egress/exit to and fire protection systems. Every sleeping room Outlines emergency egress, fire resistance ratings the exterior.

R

Bloomington Municipal Code Title 6 allows the City to issue tickets of up to \$50 for improper storage or disposal of trash. Title 6 also allows the City to issue tickets of up to \$25 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

### **Rental Information for** Bloomington General

If you don't read anything else, make sure you read this!

## Use this brochure!

y all parties. Copies of this summary and the This brochure should be filled out and signed oint inspection should be retained by all

munerman mature/Tenant irc/Tenant gnature/Tenant rnature/Tenan The A av 224 OUN. 1372 Date ä )ate

TENANTS' AND OWNERS' Neighborhood Development **Bloomington Housing and** RESPONSIBILITIES Bloomington, IN 47402 401 N. Morton St. **RIGHTS AND** (812)349-3420 P.O. Box 100 (INAND) Property address: 219 E. 8th St.

Bloomington, IN 47498

Revised August, 1 2003

Do you know how to use a fire extinguisher? Fire extinguishers can save lives if used property.	CHECK THE FOLLOWING WHEN YOU         SIGN YOUR LEASE         1) The maximum occupant load for my unit is         5       /          5       /          2) I have reviewed the Rental Occupancy Permit for the unit I am renting.          5       /          10       Initial         11       Initial         12       I have reviewed the Rental Occupancy Permit for the unit I am renting.	<ul> <li>► RENTAL OCCUPANCY PERMITS Always review the Rental Occupancy Per- mit prior to signing a lease. The housing Property Maintenance, Code (PMC) of Bloom- ington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance stan- dards, basic equipment and facilities standards and is to be construed as to prevent unsafe living conditions for all. The Code requires that all rental properties in the city, with a few special exceptions, must be inspected and have valid Rental Occupancy Permits. The Permit has valuable information, and the owner of the property should have a copy posted in the unit.</li> <li>The Rental Occupancy Permit will tell you:</li> <li>The number of legal bedrooms.</li> <li>The legal number of tenants allowed to occupy the unit.</li> <li>Wariance information. Some properties in Blooming- ton have been granted variance from the code. Many of these variances have conditions that must be met in order for the property was last inspected and the date the permit expires.</li> </ul>
Note: Acting in good faith, if the owner is unable to schedule the inspection, he may show compliance by producing the following: a copy of a letter to the tenant stating the time and place of the inspection and a normal business record showing the letter was mailed to the tenant by first class mail at least two days prior to the inspection. The owner shall note on a signed and dated inspection report any damages which exceed normal wear and tear and retain that summary for a minimum of the present lease period and 2 subsequent lease periods, or for a period of 4 years, which ever is less	Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.	<ul> <li>A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.</li> <li>MOVE IN: An owner must arrange, with the tenant, a joint inspection of the unit within 10 days of occupancy. The owner and the tenant shall jointly complete an inventory and damage list. This shall be signed by all, duplicate copies shall be retained by all and shall be deemed part of the tenancy agreement.</li> <li>MOVE OUT: The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days <u>provide that the tenant provide the landlord a written forwarding address</u>.</li> <li>Tenants: if available and if not part of your existing lease, list your permament or forwarding address here:</li> </ul>

when you move in and when Your unit should be clean you move out.

owns the unit and their usual address. This in-Phone (317) 587-8714 Name I. & L. Address 15219 Citation Rd., Owner/manager contact information: formation is to be kept current. The code requires disclosure of who manages or KNOW WHO TO CONTACT IF YOU HAVE PROBLEMS OR QUESTIONS Khairy D/B/A Arch Properties Carmel, IN 46032

### PROBLEMS WITH THE RENTAL UNIT

unit, call your landlord/agent and report the problem is to be rectified. If the problem is not problem to them. Agree on a time by which the If you experience problems with your rental is required to effectuate the code. signed prior to an inspection being conducted with HAND at 349-3420. Complaints must be violation of the PMC, you may file a complaint rectified by the agreed time and the problem is a the unit in such repair that a complete inspection items complained about unless the officer finds The complaint inspection shall be limited to the

want to review the complete code, it is on the Property Maintenance Code (PMC). If you Following is a very brief summary of the World Wide Web at,

www.city.bloomington.in.us, or you can re-

Note: The code prohibits retailatory eviction or the threat of such action for requesting an inspection as provided for in this code.

61

Arch Properties 15219 Citation Road • Carmel, Indiana 46032

June 20, 2020

### **RECEIPT CONFIRMATION - MAIN HOUSE UNIT**

The undersigned tenants of the Main House unit, 219 East 8th Street, Bloomington, Indiana 47408, hereby confirm having received from Arch Properties the following documents:

- · Tenants' and Owners' Rights and Responsibilities, and
- EPA's Protect Your Family from Lead in Your Home

make

Mackinley Byrne

Eknoian, Jr.

Van 1 veter

David Griffin Hinton

Connor Wallace

merman

Andrew Zimmerman

Date: 6/26/2020

7/1/20 Date: \_

7/13/20 Date:

Date: \_\_\_\_\_\_

Date: <u>7/13/20</u>

15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com

Tel.: (317) 587-8714

.

Fax: (317) 587-8715

### MOVE-IN/MOVE-OUT REPORT-"MAIN HOUSE" UNIT-219 EAST 8<sup>TH</sup> ST.

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks, or damages, unless otherwise noted below under "Move-in Exceptions."

ROOM OR TEM	MOVE-IN EXCEPTIONS MOVE-OUT CONDITIONS
FRONTPORCH	OK. beat at bottom
1. Exiernal door	OK. Painted
2 Entrance door	OK.
3. Doorbell	OK.
<ol> <li>Light,fixtures</li> <li>Mailbox</li> </ol>	OK.
6. Miscellaneous	Swept.
ENTRANCE HALL	
file Floor	OK. Cleaned. Old carpet.
2: Walls	OK. Nospots.
a. Celling	OK. No spots. OK. Nearttear.
4. Woodwork.	OK. Wear + tear.
5. Windows	OK. Cleaned.
6. Screens	N/A
7 Doors	OK. Painted.
8. Blectrical outlets	N/A. Switches OK.
9 Eight fixtures	OK. 3 bulbs. Cleaned.
TO: Miscellaneous	Vent cleaned. Chipped
HADDWAY	X6 '
1 Ricor	Cleaned. Obscarpet.
2. Walls	CK. No spota.
3. Celling	OK Wear + tear marks.
4 Woodwork	Cleaned inside. Holes in window sill.
5. Windows	window still.
6. Screens	N/A Nortobasement refinished- Clast door or sporthest marks around frame.
<ul> <li>9 Doors</li> <li>8 Electrical outlets "</li></ul>	Clast door of straint.
<ul> <li>B) Electrical outlots</li> <li>Cight-fixtures</li> </ul>	OK-2bulbs.
10. Miscellaneous	
HALF BATHROOM	
1. Floor	OK. Cleaned. OK. No spots. OK. No spots.
2. Walls	OK_NO SHOIS
3 Ceiling	OK - 14054013.
ACCU DE LA CONTRACTÓRIO DE LA	

Page 1 of 6

.

	Arch Properties	
1521 Tel.: (317) 587-8714	9 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com	Fax: (317) 587-8715
4. Woodwork	Window frame hashedos/metho	
s Wildows	Cleaned inside.	
经济和资料 计算法计算机等于分子	澱(1/A	
合适应 计算机 化化合理 化合金化合理	ok. Mailis at bothom.	
7 Door. 8 Electrical outlets	or.	•
	OK. Huls.	
9. Lipht names and a second	ok Cleaned.	
11 Sink	OK. Cleaned.	
11 Sink	0K-	ı
The state of the second s	OK Cleaned.	
19: Töllet		
KITGHBN	OK. aleaned.	
1 Ricce 2 Walls	or No spote	
2. Walls the offer solution of	2010K NO 50014-	
<ol> <li>Celling</li> <li>Windows (Incl=sercents)</li></ol>		
· · · · · · · · · · · · · · · · · · ·		
5 Woodwork	or A for marks latched	
6. Dourtorining room	OK. Nospots . Want tear	
7. J. Doordbmud-room	ar incl. switches.	
8. Elentrical OULES	ok, all with bulbs.	
<ol> <li>Alghufixturea</li> </ol>	OK Cleaned. New West	
10. Refrigerator	in cleaner-	
Tr. Sink Tr. Space State	New pubage disposal. Top left of sinh scratched inside. Right door under *	
12 Garbage diaposal	top left of sink scratched	•
13 Cabinets	OK Cleaned.	,
14 Range/oven	ox cleaned.	
	SELINE LITS OT MOULEST SPONTS	
16. Washer and dryot	Cleaned - Smill * sin his southed Smill marks on left door of calinet	
117 Miscellaneousi	marks on left deor of carsiner	
DAGE FORCH ("MUD.ROOM	Cleaned.	
I RICCL	Old glue on bricks.	
2. Walls	Oldglue on bricks.	· · ·
A THE REAL PROPERTY AND A THE	Weartear.	
n. Woodwork	OK. Abulb.	
5 Light tixtures	or Cleaned inside.	
6. Windows	OK. I scieen has tiny holes on side.	
7 Screens	on side.	

• ••

Page 2 of 6

Tel.: (317) 587-8714

15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com

Fax: (317) 587-8715

6 Brenzel auton       OK.         • Proceediments       Cleaned, Burntmacks, spermethicad east side. Spermethicad east side	181.: (3)7) 387-0714	
1     Providence       2     Mults       2     Mults       3     Caling       4     Receased       4     Receased       5     Caling       4     Receased       5     Caling       5     Caling       6     Receased       7     Mults       6     Scenes       7     Mults       7     Mults       8     Receased       9     Danielo Kindon       10     Receased       9     Danielo Kindon       11     Bladaardoot       12     Bladaardoot       13     Louthen wooden capinge       14     No spots       15     Bladman door       16     Missilaneon       17     Diado door       18     Mults       19     Diado door       10     CK Cleaned       11     Bladaardoor       12     Bladaardoor       13     Louthen wooden capinge       14     Mults       15     Mechanie       16     Missilaneon       17     Vest Cleaned       18     Missilaneon       19     Cleaned	8 Electrical coullets	OK
9       Calling       OK. No spots.         4       Newdrant.       OK. Were, t+tear. Marks         6       Schnetz.       OK. 2 bulks.         1       Schnetz.       NA         2       Schnetz.       NA         3       Schnetz.       NA         4       Window.       All cleared.         6       Schnetz.       OK. Schulbs.         8       Schnetz.       NA         9       Door to kitcher       Mules/Schulbs. obove bread         9       Door to kitcher       Mules/Schulbs.         10       Deor to stranse hall       Went + tear. Scrubbes         11       Blidds       OK Okaned.         12       Blidds       OK Okaned.         13       Schulbs.       OK Few scrubbes.         14       Minor (Barry)       N/A         15       Blodds       OK.         16       Minor (Barry)       N/A         17       Blidds       OK.         18       Minor (Barry)       N/A         19       Minor (Barry)       N/A         10       Schulbs       No spots.         12       Walk       No spots.         1	1 Flöor (carpel)	onvorthand east side. Spot
4       Woodwork       DK. Wear, + tear., Precks         1       Light Divines       DK. 2 bulks.         2       Stoness       N/A         4       Hi cleared.       OK. 2 bulks.         5       Stoness       N/A         4       Hi cleared.       OK. 5 south windows only.         8       Stoness Mill       Weiks/sevetiles above boost windows only.         9       Door to entrase hall       Weiks/sevetiles above boost went tear.         10       Door to entrase hall       Weiks/sevetiles above boost went tear.         11       Blinds       OK. Nobroken slats.         12       Blinds       OK. Nobroken slats.         13       2 bills aworden cellines       OK. Few scratches.         14       Mirollariens       OK.         15       Electrical winter       OK.         16       Mirollariens       OK.         17       Prove carriet       N/A         18       Calline       No spots.         19       No spots.       No spots.         10       Windows       Diversition         12       Walls       N/A       Clearred. Sills with dd         14       Minsthanores       OK         <		ar Massiots.
6       Stonuss       N/A         7       Window:       All cleared.         8       Spreass       OK, South Windows only         9       Dours Vinter       Marks/screthles above bread         10       Door to entranee hall       User + tear, scratcles         11       Blinds on door       OK. Cleared.         12       Dulka wooden cablere       OK. Few scratches.         13       Julida       OK.         14       Blearnest outers       OK.         15       Blearnest outers       OK.         16       Microlianeous       OK.         17       Plone Calinee       OK.         18       Investige cablere       OK.         19       Plone Caline       OK.         10       Microlianeous       OK.         11       Plone Caline       OK.         12       Plone Caline       OK.         13       Plone Caline       OK.         14       Wals       No spots.         15       Caline       OK. Uteart + tear. Scratcher         14       Woodwork       N/A         15       Lapit Junits       OK         16       Windowitheories       C	4. Woodwork	OK. Weart tear. Mades here and there. OK. 2 bulbs.
2       Windows       All cleaned.         8       Screens       OK, South Windows only         9       Dourse Richer       Mark s/scretches above break and and bottern tiplet.         10       Dourse Richer       Mark s/scretches above break and tottern tiplet.         11       Blinds as door       OK. Cleaned.         12       Blinds as door       OK. Cleaned.         13       2 built as socion columes       OK. Cleaned.         14       Mirror (Itao)       N/A         15       Electrical output       OK.         16       Misselianeous       OK. Tew scratches.         17       Italia       OK.         18       Plood (arbeit)       N/A         19       Stains.       OK.         10       Misselianeous       OK.         11       Plood (arbeit)       No spots.         12       Wall       No spots.         14       Wondowick       N/A         15       Cleared.       Scratches         16       Windowick       N/A         17       Misselianeous       OK         18       Liph firmes       OK         19       Screas       OK         10 <td></td> <td>51</td>		51
8. Spreas     OK, South Windows and y       9. Duris Rissee     Marks/scretches above breat       10. Door to antaneo hall     Weal and bottom trict.       11. Blinds on door     OK. Cleaned.       12. Dinks     OK. Nobroken slats.       13. Zounan woodan cabines     OK. Few scratches.       14. Mirror (IT any)     N/A       15. Electrical outers     OK.       16. Mirror (IT any)     N/A       17. Dinks     OK.       18. Binds outers     OK. Few scratches.       19. Mirror (IT any)     N/A       10. Mirror (IT any)     N/A       11. Blinds outers     OK.       12. Mirror (IT any)     N/A       13. Electrical outers     OK.       14. Mirror (IT any)     N/A       15. Mirror (IT any)     N/A       16. Mirror (IT any)     N/A       17. Mirror (IT any)     N/A       18. Mirror (IT any)     N/A       19. Mirror (IT any)     N/A       10. Mirror (IT any)     No spots.       11. Ploof (warea)     OK       12. Walte     N/A       13. Claime     OK       14. Windowi     Alexy + scantches       15. Supers     OK       16. Mirror (Wardowi     OK       17. Blastourea     OK       18. Blindstour		All cleaned.
9: Doorts Kitchen     Muchs/Scretcher above break Arnel and Extrem Tight.       11: Doorts entrance hall     Weart tear, scretches       12: Dillate     OK. Cleaned.       13: Zhillian worden calinese     OK. Few scretches.       14: Mirror (Dany)     N/A       15: Electrical outlet     OK.       16: Mirror (Dany)     N/A       17: Ploor (Dany)     N/A       18: Electrical outlet     OK.       19: Mirror (Dany)     N/A       19: Electrical outlet     OK.       10: Mirror (Dany)     N/A       11: Ploor (Same)     OK.       12: Electrical outlet     OK.       14: Mirror (Dany)     N/A       15: Electrical outlet     OK.       16: Mirror (Dany)     N/A       17: Mirror (Dany)     N/A       18: Electrical outlet     OK.       19: Mirror (Dany)     N/A       10: Mirror (Many)     N/A       11: Mirror (Many)     N/A       12: Mirror (Many)     OK       13: Jehn Baurse     OK       14: Mirror (Many)     OK       15: All outlets     OK       16: Mirror (Many)     OK       17: Mirror (Many)     OK       18: Mirror (Many)     OK       19: Mirror (Many)     OK       10: Mirror (Many)		OK, south windows only
12. Blinds       OK. Nobroken slata.         13. 2 billion, vooden cabinets       OK. Few scratches.         14. Mirror ((Lanz))       N/A         15. Electrical outers       OK.         16. Mirror ((Lanz))       OK.         17. Floor (values)       OK.         18. Electrical outers       OK.         19. Electrical outers       OK.         10. Miscellaneous       OK.         Vent cleaned and painted         11. Vieto Room       Cleaned. Old competimite         11. Vieto Room       Cleaned. Old competimite         11. Vieto Room       Cleaned. Old competimite         12. Vieto Room       Cleaned. Old competimite         13. Vieto Room       Cleaned. Old competimite         14. Walk       No sepots.         05. Light fixtures       OK. Weat tean . Scattlen         14. Windowi       N/A         15. Light fixtures       OK         16. Windowi       OK         17. Screens       OK         18. Blindicourtains       OK         19. Electrical outlos       OK         10. Freeplace       Cleaned.         11. Miscellaneous       No spott .         12. Viels       No spott .         13. Walls       N	and a set of the set of	Marks/scretches above press hand and bottom tight. Weart tear; scretches
13. 2 bullion wooden cabines       OK. Few scratches.         14. Miror (13 m)       N/A         15. Electrical culters       OK.         16. Miror (13 m)       OK.         15. Electrical culters       OK.         16. Miror (13 m)       OK.         17. Selectrical culters       OK.         18. Miror (13 m)       OK.         19. Micollaneous       OK.         10. Micollaneous       Clearned. and painted         11. Living ROOM       Clearned. Old campetwith         17. Walls       No spots.         18. Calline       No spots.         19. Woldweik       N/A         19. Windows       OK. Weard tear. Scatches         19. Windows       OK         10. Windows       OK         10. Flicoblate       OK         10. Flicoblate       Clearned. 4 chipped         11. Miscellaneous       Clearned.         12. Miscellaneous       Clearned.         13. Vialit       No spott.         14. Floor (wooden floor & Farper)       Clearned.         15. StatkAsse       Clearned.         16. Vialit       No spott.         17. No spott.       No spott.	11. Blinds on door	ok. Cleaned.
14 Mirror (If any)       N/A         15 Electrical outlets       OK.         16 Miscellaneous       Vent cleaned and painted         I. Miscellaneous       Cleaned. Old campetwith         1. Phon (narret)       No spots.         2. Walls       No spots.         3. Calline       No spots.         4. Woodwork       OK. Weart tear. Scotches         5. Light flouros       OK. Weart tear. Scotches         6. Windows       N/A         7. Screens       OK         8. Blindscorrains       OK         9. Blookrycal outlets       OK         10. Firoplace       OK         11. Miscellaneous       OK         Staines       OK         12. Hoor (veloanshoor & corret)       OK         13. Miscellaneous       OK         14. Miscellaneous       Cleaned. 4 chipped         15. Ploor (veloanshoor & corret)       Cleaned.         16. Wolf       No spots.         17. Miscellaneous       Cleaned.         18. Ploor (veloanshoor & corret)       Cleaned.         19. Ploor (veloanshoor & corret)       No spots.	12. Blinds	
15. Electrical outlets       OK.         16. Mitcollations       Vent cleaned and painted         1. Floor (carpet)       Stains.         2. Walls       No spats.         3. Calling       No spats.         4. Woodwook       OK. Weart tear. Scattles         5. Light frames.       N/A         Clearred. Sillswith old       Nodows         8. Blindscorrains       OK.         9. Ricorral outlets       OK.         9. Ricorral outlets       OK.         10. Finalize       OK.         11. Missellancous       OK.         12. Floor (vooden floor & varpe).       Clearred.         13. Floor (vooden floor & varpe).       Clearred.         14. Missellancous       Distributed.         15. Floor (vooden floor & varpe).       Clearred.         16. Walls       No spots.	13. 2 built-in wooden cabinets	
16. Miscellaneous       Vent cleaned and painted         1. Miscellaneous       Cleaned. Old carpetivith         1. Ploon Carpet)       No spats.         2. Walls       No spats.         3. Celline       No spats.         3. Celline       No spats.         3. Celline       No spats.         4. Woodwork       N/A         5. Liph fixinges       N/A         6. Windows       Cleaned. Sillswith add         7. Screens       OK         8. Blindscurains       OK         9. Bleen/calonties       OK         10. Frieplace       Discretingly wort. Chipped         11. Miscellaneous       Discretingly wort.         12. Floor (wooden floor & carpet)       Cleaned.         No spott_       No spott_         No spott_       No spott_	14 Mirror (Lf any)	N/A
University     Clearned. Old carpetwill       1. Floor (sarpet)     Staries.       2. Walls     No spots.       3. Calling     No spots.       4. Woodwards     N/A       5. Light fixtures     N/A       6. Windowi     OK. Weart tear. Scratches       7. Screens     OK       8. Blindscurtains     OK       9. Biostrical outlots     OK       10. Fireplace     Condenned. 4 chipped       11. Missellancous     Statester       2. Walls     No spots.       3. Walls     No spots.	15. Electrical outlets	
1. Ploon (carpel)       Staturs.         22. Walls       No spots.         31. Celling       No spots.         32. Veodworks       N/A         33. Celling       OK - Weart tear. Scratches         34. Veodworks       N/A         35. Light fixtures       N/A         36. Windows       N/A         37. Surgeins       OK         38. Blinds/cyrtains       OK         39. Bloarical outlets       OK         30. Biochranoous       OK         31. Miscellaneous       OK         31. Floor (wooden floor & carpet)       Cleaned.         31. Floor (wooden floor & carpet)       Cleaned.         32. Walls       No spots.	16. Miscellaneous	Vent cleaned and juinta
1. Froor Correct         2. Walls         3. Celling         4. Woodwork         5. Light floures         6. Windows         7. Screens         7. Screens         8. Blinds/curtains         9. Bleatrical outlots         10. Firoplace         11. Miscellaneous         2. Walls         12. Ploor (wooden floor & came)         2. Walls		Cleaned. Old competivity
3. Celling     No spots.       4. Woodwork     OK. Weart tear. Scretches       5. Light fixtures     N/A       6. Windows     Clearned. Sills with ded       7. Screens.     OK       8. Blinds/curtains     OK       9. Blootrical outlets     OK       10. Fireplace     Charter. Chipped       11. Miscellaneous     Clearned.       2. Walls     No spots.       2. Walls     No spots.	A STATE OF A	
4 Woodworks 5 Light fixtures 6 Windows 7 Screens 8 Blindscourtains 9 Bleatricationtiels 10 Piroplace 11 Miscellaneous 11 Miscellaneous 12 Walls 12 Walls 13 Walls 14 Woodworks 15 Light fixtures 15 Light fixtures 16 CK Condenneed. 4 chipped triess. 16 Cleaneed. 17 StareAse 1 Floor (wooden floor & carrel) 2 Walls 10 Sport - No sport - No sport - No sport -		Lachete
9     Blinds/curvans     OK       9     Bleatrical outloss     OK       10     Pitoplace     OK       11     Missellancous     Condemned - 4 chipped       TrincAse       1     Floor (wooden floor & carrel)       2     Walls     No spott -       No spott -     No spott -		OK-Weart tear. Scratcher
7. Screens     OK       8. Blinds/curvans     OK       9. Blentrical outlots     OK       10. Fireplace     Condemned - 4 chipped       11. Missellaneous     Dustry curt - Chipped print       StairCASE     Cleaned.       1. Floor (vooden floor & carrel)     Cleaned.       2. Walls     No spott -		N/A
7. Screens     OK       8. Blinds/curvans     OK       9. Blentrical outlots     OK       10. Fireplace     Condemned - 4 chipped       11. Missellaneous     Dustry curt - Chipped print       StairCASE     Cleaned.       1. Floor (vooden floor & carrel)     Cleaned.       2. Walls     No spott -		Cleared. Sillswith de
8 Blindscourtains OK 9 Blootrical outlets OK 10 Firepliace Condemned. 4 chipped tiles: Dustry vert. Chipped paint STAIRCASE 1. Floor (wooden floor & carret) Cleaned. 2. Walls No spott. No spott.		OK
9. Electrical joy 10018. 10. Fitopliace 11. Missellancous J. Floor (wooden floor & carrier) 21. Walls No sport - No sport - No sport - No sport -	ACTIVITY AND A CONTRACT OF	or l
1. Floor (wooden floor & carres). 2. Walls No sport - No sport -	D. P. M. TAKE S. P. Managar A. Martin	OK
1. Floor (wooden floor & carres). 2. Walls No sport - No sport -	10. Rireplace	Condemned. 4 chipped
1. Floor (wooden floor & carres). 2. Walls No sport - No sport -	11. Miscellancous	Dustary yent - Chipped paint
211 Walls No spott - No spott -	STAIRCASE:	
- store o(A)	1. Floor (wooden floor & carret	Leaner.
3. Ceiling 4. Wooden nimp 5. Light Arthures 0K, 2bullos		No sport-
5. Tight Birlines		We aport-
15世上IBDF出XIWES 法法法法 ON、 L DLLWS		brokenbaug
	5; Light fixtures	Ch. LOLINS.

Page 3 of 6

Arch Properties 15219 Citation Road • Carmel, Indiana 46032-5003 archited@indy.rc.com Fax: (317) 587-8715				
Tel.: (317) 587-8714	archtrad@indy.rr.com			
d. Electrical outlets	OK, incl-switches			
2 <sup>m</sup> TLOOR HALLWAY	Cleaned.			
1. Rioor (carpel)	OK. No spots.			
2 Walls 3. Geiling	No spots.			
4 Windows	Cleaned inside only-			
5 Soreens	Cleaned inside only- OK. No. holes.			
	N/A			
7. Woodwork	Wearttear.			
8 Wooden cabinets	OK. Warttear			
9. Lightfixtures	OK. 2. bulbs.			
10: HVAC system 2 <sup>rd</sup> floor	OK.			
11 Electrical outlets	OK, incl_switches			
BATHROOM	Cleaned bark line across ticles. Few spots.			
2 Walls	OK	•		
Colling	OK			
4 Window	Cleaned.			
5 Screen	Obtsidt. OK.			
6. "Sink	Obsink.	· .		
7 Million	Cleaned. Clean shelves			
8. Bathfub, faucers tilles, grou	OK.			
9.1. Toilda Andreas	OK.			
10: Towellbars/accessories				
-11. Light fixtures				
(12. Electrical outlets, and a	OK OK. Cleaned/dusted			
13 Exhausedan Association				
T NORTHEAST BLOROOM	Cleaned. Some burnt marks From hair curlers.			
1. Floor	OK-Nosnots			
	OK-Nospota OK-Nospota			
4 Windows	OK NO spors Cleaned inside only. No holes.			
5 Screens	No holes.			
.7. Light fixtures	OK. Ringbull. OK. Notroken dats.			
8 Blinds	OK. Notroken Alats.	· · ·		

Page 4 of 6

.

66

•

	Arch Properties
Tel.: (317) 587-8714	15219 Citation Road • Carmel, Indiana 46032-5003           archtrad@iudy.ir.com           Fax: (317) 587-8715
9 Closet 10: Miscellaneous	OK. Cleaned. Nospots. Noor has scrutches and 2. hooks (plastic). 4 shelves, cleaned.
SOUTHEAST BEDROOM	Cleaned Old stains and burntmarks (kuircurlers) OK. No spots.
<ol> <li>Ceiling</li> <li>Windows</li> </ol>	OK. No spots. Cleaned inside only:
5 Soreens	Cleaned inside only- No-holes. OK, with heales.
6 Wooden shutters 7 Woodwork	OK. Basebraud chipped.
8 Shelving 9. Light fixtures	9 wooden, 3 glass OK. 2 bulbs
10 Closet	OK. Abulb. OK. ind. switch
12. Miscellaneous	1 mitter, decined. 2 vents, decined, minted
WEST BEDROOM	Cleaned. Utd coupet with clod stains + Few tecus OK-No spots
<ol> <li>Walls</li> <li>Ceiling</li> </ol>	CK. No spicits
4. Windows 5. Screens	Cleaned inside only. OK. No. holes.
6 Blinds	et QK, nobroken slats OK, wear tear. Bench hes many scratches ore
8. Left closet	Mittory has bulbs
9 Right closel 10 Light fixtures	1 pastic hick ordeor 2 sconces - CK with helts 1 cecting - OK with 2 bulks OK, incl. switches
11. Electrical ouflets	Left closer mind, deerched
13. Miscellanepus Shed and and	5 vents cleaned. Old vents repainted. OK
TRONTYAUD	Cleaned from all debris
	Cleaned from all debris
BACKYARD	
HEATINO/AIR CONDITION	2nd Flexer system OK

Page 5 of 6

Anch Properties				
15219 Citation Road • Carm Tel.; (317) 587-8714 <u>archtrad@indy.</u>	el, Indiana 46032-5003 rr.com Fax: (317) 587-8715			
THE WALL DOWN WIDE LIKE IK - LOWA SYS	tem OK.			
NONEPHONKEYS 5 hers to Mai	<u>ed</u> <u>Returned</u> in House > she/1-			
succeptingerone 4 units with batteries	wating			
CARHONNONOXIDEDITICTIONS OK Located Staircase to In working on	attarof basement. ler.			
2 refilled				
A large recyc 1 large trest	la bin 1 bin			
Miseria Andous				
Move-in Comments	MOVE-OUT COMMENTS			
Move-IN COMMENTS All Floors professionally deared. Unit cleaned by cleaning contracts Terants were not present the move- in inspection despite notice. Review to occur upon arrival. Gebelauxy <u>Move-IN</u> Tenents (or their representative) have inspected the above premises	MOVE-OUT			
prior to occupancy and accept it with the conditions many occupants noted abave. Tenants agree to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.	an Arch Properties representative and agree that are above local of the that inspection accurately reflects the state and condition of the premises upon focants departure.			
And	Tonant I:			
And And Sugar John Eknoian	Tenant 2:			
Towned Commun Confor Wallace	Tenant 3:			
Tenents: Pauls Hinen Pavil briffin Unter	Tenent 5: Or			
Tenants' Representative:	Tenants' Representativo:			
Dato:	Dato:			
Arch Properties Representative:	Arch Proporties Representative:			
Dale: 08/08/2020	Date: MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING			
* (Control) - Wood of window sills have been treated. HVAC systems all checked as per contract.	ADDRESS First & Last Name:			
all checked as per conhact.	Address:			
Old vents have been repainted. Inspection reviewed on 8/2/20	City, State, Zip Code:			
LINSPECIALON AND CONTROL OF	Telephono number:			
· .	E-ma(i:			

••

[081018/ik]

۰.

.

Page 6 of 6

68

禘 "

ņ

The PMC is divided into 7 Articles. A brief summary of those articles and how they apply to both property owners and tenants is outlined below.

Article 1; Administration and Enforcement

- \* Scope and intent of the code: To protect rental occupants and the property they occupy. Right of entry by inspector and the owner:
- Kight of citry by inspector and me of the officer. Code allows the owner or agent the right to enter the property at reasonable times in order to comply with the PMC. Right of appeal: Any person affected by the
- Right of appeal: Any person affected by the code may appeal to the Board of Housing Quality Appeals.

Article 2; Definitions

 Article 2 defines all relevant terms used in the PMC.

Article 3; General Requirements

Regulates premises conditions, such as: Sanitation, grading, weeds and accessory structures. The exterior and interior of the structure shall be maintained structurally sound, protect the occupants from the environment and be sani-

Article 4; Light, Ventilation and Space Requirements

tary.

- Each unit shall meet minimum light and ventilation requirements. In general all spaces or rooms shall be provided sufficient light and vent so as not to endanger health and safety.
- Each unit shall have minimum square footage requirements for each occupant. The minimum bedroom requirement is 70 sq. feet for 1 occupant or 50 sq. feet for each occupant thereof. (However, zoning restrictions may reduce total occupant load; see your permit for exact total.)

Article 5; Plumbing Facilities and Fixture Requirements \* Each unit must include its own plumbing facilities which operate properly, can be used in privacy, are adequate for personal cleanliness and disposal of human waste and if provided, all kitchen fixtures shall function as indicated.

Article 6; Mechanical and Electrical Requirements \* Sets the minimum requirement for heating and

Sets the minimum requirement for heating and cooking equipment. All equipment shall function as it was designed and all units shall be capable of maintaining a room temperature of no less than 65 degrees.

Continued ---

- Sets minimum requirement for electrical systems and required outlets: Every habitable room shall contain no less than 2 separate outlets one of which may be switched. (one may be a ceiling fixture)
- Article 7; Fire Safety Requirements
   Outlines emergency egress, fire resistance ratings and fire protection systems. Every sleeping room must have approved, direct means of egress/exit to the exterior.

Bloomington Municipal Code Title 6 allows the City to issue tickets of up to \$50 for improper storage or disposal of trash. Title 6 also allows the City to issue tickets of up to \$50 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.







If you don't read anything else, make sure you read this!

TENANTS' AND OWNERS' RIGHTS AND RESPONSIBILITIES City of Bloomington Housing and Neighborhood Development (HAND) (812) 349-3420 P.O. Box 100 401 N. Morton St. Bloomington IN 47402 Property address: 219 E. Bth St. Bloomington, IN 47408

69

	CHECK THE FOLLOWN SIGN YOUR L 1) The maximum occupant 2 / AD . (Number / 2) I have reviewed the Renta mit for the unit I am renting.	<ul> <li>◆ RENTAL OCCUPANCY PERI Always review the Rental Occupan mit prior to signing a lease. The hou Property Maintenance Code (PMC) of ington exists to protect the public hes safety and welfare in all rental units. code establishes minimum maintenan dards, basic equipment and facilities and is to be construed as to prevent u living conditions for all. The Code r that all rental properties in the city, v special exceptions, must be inspected have valid Rental Occupancy Permit Permit has valuable information, and owner of the property should have a posted in the unit.</li> <li>The Rental Occupancy Permit will tell you:</li> <li>The legal number of legal bedrooms.</li> <li>The legal number of tenants allowed to unit.</li> <li>Variance information. Some propertie ton have been granted variance from the of these variances have conditions that in order for the variance to be valid.</li> <li>The date the property was last inspect the permit expires.</li> </ul>
Do you know how to use a fire extinguisher? Fire extinguishers can save lives if used properly.	CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE 1) The maximum occupant load for my unit is 2 / AD (Number / 100) 2) I have reviewed the Rental Occupancy Per- mit for the unit I am renting. AD	<ul> <li><b>RENTAL OCCUPANCY PERMITS</b> <ul> <li><b>Always review the Rental Occupancy Permit</b>             mit prior to signing a lease. The housing             Property Maintenance Code (PMC) of Bloom-</li></ul></li></ul>
nop a co mainsp mainsp spot and riod		The the treat $\frac{1}{2}$

### A JOINT INSPECTION OF THE PROPERTY IS REQUIRED.

MOVE IN: An owner must arrange, with licate copies shall be retained by all and enant, a joint inspection of the unit the deemed part of the tenancy agreedamage list. This shall be signed by all enant shall jointly complete an inventory in 10 days of occupancy. The owner and

ant. Any damages to the unit shall be end of the tenancy and prior to a new ocinded within 45 days provided that the ed on the list and signed. Any portion of tenant and arrange a joint inspection at MOVE OUT: The owner shall contact ding address. int provide the landlord a written fordamage deposit due the tenant is to be

mants: if available and if not part of your xisting lease, list your permanent or forwarding address here:



section, he may show compliance by producing the following: a: Acting in good faith, if the owner is unable to schedule the ns, whichever is less. inspection. The owner shall note on a signed and dated inpy of a letter to the tenant stating the time and place of the ection and a normal business record showing the letter was and two subsequent lease periods, or for a period of four retain that summary for a minimum of the present lease petion report any damages which exceed normal wear and tear led to the tenant by first class mail at least two days prior to



when you move in and when Your unit should be clean you move out.

HAVE PROBLEMS OR QUESTIONS The code requires disclosure of who manages or owns the unit and their usual address. This in- formation is to be kept current. Owner/manager contact information: Name <u>lbrahim &amp; Lucy Khairy</u> Address <u>15219 Citation Rd., Carmel, IN 460</u> 32 Phone (317) 587-8714
--

PROBLEMS WITH THE RENTAL TIND

If you experience problems with your rental signed prior to an inspection being conducted. with HAND at 349-3420. Complaints must be violation of the PMC, you may file a complaint rectified by the agreed time and the problem is a problem is to be rectified. If the problem is not problem to them. Agree on a time by which the unit, call your landlord/agent and report the is required to effectuate the code. the unit in such repair that a complete inspectior The complaint inspection shall be lighted to the items complained about unless the officer finds

www.city.bloomington.in.us. want to review the complete code, it is on the Property Maintenance Code (PMC). If you Following is a very brief summary of the World Wide Web at,

provided for in this code. threat of such action for requesting an inspection as Note: The code prohibits retaliatory eviction or the

Arch Properties 15219 Citation Road • Carmel, Indiana 46032

June 20, 2020

### **RECEIPT CONFIRMATION - WALK-DOWN UNIT**

The undersigned tenant of the Walk-Down unit, 219 East 8th Street, Bloomington, Indiana 47408, hereby confirms having received from Arch Properties the following documents:

- Tenants' and Owners' Rights and Responsibilities, and .
- EPA's Protect Your Family from Lead in Your Home •

7-13-2020 Date:

Alexander Buring

Tel.: (317) 587-8714

15219 Citation Road • Carmel, Indiana 46032-5003 <u>archtrad@ludy.tr.com</u>

Fax: (317) 587-8715

### 

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks, or damages, unless otherwise noted below under "Move-in Exceptions."

ROOM OR ITEM	MOVE IN EXCEPTIONS	MOVE-OUT CONDITIONS
BATERNAL STAIRWAY		
1. External light fixtures	Clean Anothing	
17号的代表。2010年1月17日2月18日,19月1日,19月1日日,19月1日 19月1日 - 19月1日 -	wiped down + clean	
2/ Bntrance door + Freeme	windowpames dean	
3 Blinds	New + sust-installed	
4. Mailbox (front porch)	functioning	
	Ok clean Swept clean-cracks	
5. Stairway general condition	in concrete wall	• • •
6. Miscelláneous	Enterior stairwell windowsclean	
ENTRANCEHALL		
1 Floor (TEP)	wiped+ mopped	
-1, Floor CAUMY	clean all the intact	
2. Walis	A. C No. 4 0 / 15 / 10	
3 Ceiling	CONCRETE WALL UNBVEN	, ·
	CLEAN- PAINTED -WIPED	
4. Woodwork & slielving	007	
5. Electrical outlets	GOUD GLEAN WORKING	
6. Light fixtures	CLEAN + WORKING	
7 Fuses curboard	CLEANED OUT PAWVIED	
	CLEAN -NO HOVES	
8. Storage below inside staircase		
9 Miscellaneous - Burnes	-WINDOW PANES OF DOOL CLEAN - OLINOS	
DIN INTERIOR CF. CODI-	NRW + WORKING	
	CARPET - CLEANED	
1. Ricori et al.	PROFESSIONALY	
2. Walls	CLEAN + NOWERS SAGGING	
6. Ceiling	NO HOLES- SEAMS HUSE	*
	CLEMN INSIDE - OUTSIDE	
4 Windows	OK-CLEAN + FUNCTIONIN'S	
5. Electrical outlets	04-BULB, FUNCTION AL	
6. Light fixture		
7. Shelving.	DOWN	
	A FEW DULLS IN CARAR	1
8. Miscellaneous	TWE WHITE HOULS ON WALL	
SLEBRING AREA	ALADET DOACCORTAN	, ,
1. Bloor	CLEANED PROFESSIONMY	
	ALL CLEAN- WIPED DOWN D	a
2. Wells	DAINUTED LICAN PERL FF WEALSCOOL	
3. Ceiling	CLEAN PEEL OF WRASSOUND	1
4 Doot to furnace	AREA ADWCROWA	
5 Electrical outlets	ALL CLEANT FINCTIONAL	
	AUCLEAN -N/BULBS	
6 Light fixtures	T FUNCTIONAL	1
LANDE DOBS . 1	WHAT ANT BIT IN INC ADDIST	

FURNACE ROLM ~ SWILDT OUT + IN OLDER

Page 1 of 4
Arch. Properties 15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com

Tel.: (317) 587-8714	9 Citation Road • Carmel, Indiana 46032-5005 archtrad@indy.tr.com	Fax: (317) 587-8715
Miscellaneous	NAILS IN SOUTH WALL	
have been a second and a second s	BUT NO OTHER NAIL HELAS	
KITCHEN Ploo	DE DECK MARICI -CIL	· .
Walls	DE CLEAN + NOWERS	
Windows & curtaina	ALL CUEAN INSIDET DUT /CURTAINSWATTED ALL CUEAN/TIONT TH ALL CUEAN/TIONT TH	
Bleotrical ontiets	ALL IN WORKING	
Refrigeritor 18 Holving	SCRAPEON SIDE DE FRONT	
Sink Strike Ale	SOULLY BULL	
0. Cabinets	ALL CLEAN NICKS ON TO PT SIDE	·
1 Countertop/bac 2 Range/oven/hood	ALL NEW CURING	
3%Dishwasher	Conter botween Fridget	
4 Miscellateola LivingRooM	Estremu artsbarely Nuble	
Right	SOME SLATS ABIT UN GLUED ALL CLEAN, NO HARS	
85 Celling	WIDED DIWNON PAINEL	
i: Light fixtures	N-1448	
5) Windows & outtains	ALLWASHED + CERWINDOWS CLEANED ILISIDE + CUT	
1 - Electrical outlets is:	WIDED DOWN	· · ·
INSIDE STAIRCASE		
ls "Vloor (wooden/floor)	CLEAN + WIDTED DOWN	,
2 <b>Wall</b> s	WIDED DOWN GODD /CLEAN	
3. Ceiling 4. Wobden tamp: 1.2	WIPEP DOWN MOPPED	
5 Light fixtures 6 Electrical coules	NEW BOLD CLEANA FUNCTIONING	
<ol> <li>Bectrical outers</li> <li>Door to Main House unit</li> </ol>	REALEBON NEWLYVARNSHED	
8 Miscellaneous BATHROOM	COL DE TECTOR WORING	٩
nl se Floor	CLEAN TWO BROKEN	۰

Page 2 of 4

Arch Properties 15219 Citation Road • Carmel, Indiana 46032-5003 <u>archtrad@indy.tr.com</u>

Tel.: (317) 587-8714	Citation Road   Carmel, Indiana 46032-: archtrad@indy.rr.com	Fax: (317) 587-8715
	1	
2 Wells 3. Celling	WEAN + NO HTUES	
4. Sink	UBANI-CLAULE LOOK LUBANI	
5. Mirror		
6. Shower, faucets, tiles, grout	AL CLEAN/NEW GROVT-WORKING	
7. Toilet	fu and	
8 Towel bars/accessories	IN TART-CLIEANT A BIT LOGGE BUT NOT SADDING	
9 Light fixtures 10. Electrical outlets	LLBAN/FUNCTIONING	
11. Exhaust fan	NEW/CLEAN WORKING	, ?
12 / Cabinets	AN CLEAN NOTHING	
13. Miscellaneous		and the second
SHED	EXCROT FOR SOME	
FRONTYARD	GARDBIJ TOOLS	
	ELEAT DEBRIS FRER	
BAGEYARD	FREE.	
HEATING/AIR CONDITIONING	ALL'ENC'TONING RECENT SECURCE	
NUMBER OF KEYS	<u>Received</u> 2	RETURNED
SMOKE DETECTORS	Hil INSTANTED + FUETIONING MOUDE 1/0275000 + 1 ATTOOSTIC	2
CARBON MONOXIDE DETECTOR	2 TOO OF INNER STAIRCAR 12 4 IN GLEBOING AREA	
TIPEEExTRADUSHERS	I UP DAMED WORLCING	
TRASHCANS		
Constraints and Constraints	1 RBOY CLING	
MISCELLANEOUS	영 20 11 11	

Page 3 of 4

.

### Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com

15219 Citation Road • Car	mel, Indiana 46032-5005 v.r.com Fax: (317) 587-8715
Tel.: (317) 587-8714 <u>archtrad@lnd</u>	<u>y.rr.com</u> Fax: (317) 367-6715
MOVE-IN COMMENTS	MOVE-OUT COMMENTS
TENED IN TON MAILES TO	
Moye-in	MOVE-OUT
Tenants (or their representative) have inspected the above promises prior to occupancy and accept it with the conditions and/or exceptions noted above. Tenants agree to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted. Tenant 1:	Tenants (or their representative) have made a move-out inspection with an Arch Properties representative and agree that the above result of that inspection necurately reflects the state and condition of the premises upon tenants' departure.
Tenant 2:	Tenant 2:
Tenants' Representativo:	Tenants' Representative:
Amont 8 20 20	Date:
Arch Properties Representative Light, Lingurg	Arch Properties Representative:
Dato August 8, 2020 Nrg- 1, D. Date	Date:
	MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING Address
	First & Last Namo:
	Address:
	City, State, 2ip Code:
	Telephone number:
	E-mail:

[081018/ik]

Page 4 of 4

If you don't read anything else, TENANTS' AND OWNERS' **Rental Information for** Neighborhood Development **Bloomington Housing and** make sure you read this! RESPONSIBILITIES Bloomington, IN 47402 Carriage House Unit Bloomington, IN 47408 **RIGHTS AND** 401 N. Morton St Bloomington (812)349-3420 Property address: 219 1/2 E. 8th St P.O. Box 100 Revised August, 1 2003 (IND) ØŸ oy all parties. Copies of this summary and the contain no less than 2 separate outlets one of which Bloomington Municipal Code Title 6 allows the City to issue This brochure should be filled out and signed must have approved, direct means of egress/exit to tickets of up to \$50 for improper storage or disposal of trash. Outlines emergency egress, fire resistance ratings and fire protection systems. Every sleeping room Title 6 also allows the City to issue tickets of up to \$25 for Sets minimum requirement for electrical systems may be switched. (one may be a ceiling fixture) and required outlets: Every habitable room shall grass or weeds over 8 inches in height. Take care of the oint inspection should be retained by all. Use this brochure! Agent Jut Mul property you live in and avoid tickets. Article 7; Fire Safety Requirements Signature/Tenant enature/Tenant Signature/Tenant Signature/Tenant ignature/Tenan Math the exterior. 30 E 2/11/2 Sate, Date Date Date Date Date those articles and how they apply to both property owners and tenants is outlined below. code may appeal to the Board of Housing Qual-Each unit shall meet minimum light and ventila vacy, are adequate for personal cleanliness and Regulates premises conditions, such as: Sanita-(However, zoning restrictions may reduce total Each unit must include its own plumbing facili tics which operate properly, can be used in pri-The PMC is divided into 7 Articles. A brief summary of requirements for each occupant. The minimum bedroom requirement is 70 sq. feet for 1 occuoccupant load; see your permit for exact total.) Article 5; Plumbing Facilities and Fixture Requirements Sets the minimum requirement for heating and cooking equipment: All equipment shall funccapable of maintaining a room temperature of Scope and intent of the code: To protect rental enter the property at reasonable times in order Article 2 defines all relevant terms used in the tion, grading, weeds and accessory structures. The exterior and interior of the structure shall be maintained structurally sound, protect the Each unit shall have minimum square footage occupants from the environment and be sanipant or 50 sq. feet for each occupant thereof. disposal of human waste and if provided, all tion as it was designed and all units shall be Right of appeal: Any person affected by the rooms shall be provided sufficient light and Article 4; Light, Ventilation and Space Requirements vent so as not to endanger health and safety. Continued ---kitchen fixtures shall function as indicated. Code allows the owner or agent the right to tion requirements. In general all spaces or Article 6; Mechanical and Electrical Requirements Right of entry by inspector and the owner: occupants and the property they occupy. Article 1; Administration and Enforcement to comply with the PMC. no less than 65 degrees Article 3; General Requirements Article 2; Definitions ity Appeals. PMC. 변

Do you know how to use a fire extinguisher? Fire extinguishers can save lives if used properly.	CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE 1) The maximum occupant load for my unit is 2 / M (Number / Initial) 2) I have reviewed the Rental Occupancy Per- mit for the unit I am renting. M M	<ul> <li>◆ RENTAL OCCUPANCY PERMITS         Always review the Rental Occupancy Permit prior to signing a lease. The housing         Property Maintenance Code (PMC) of Bloomington exists to protect the public health,             safety and welfare in all rental units. The             code establishes minimum maintenance standards             and is to be construed as to prevent unsafe             living conditions for all. The Code requires             that all rental properties in the city, with a few             special exceptions, must be inspected and             have valid Rental Occupancy Permits. The             Permit has valuable information, and the             owner of the property should have a copy             posted in the unit.      </li> <li>The Rental Occupancy Permit will tell you:         <ul> <li>The Rental Occupancy Permit will tell you:             <ul> <li>The number of legal bedrooms.</li> <li>The legal number of tenants allowed to occupy the             unit.</li> <li>Variance information, Some properties in Blooming-             ton have been granted variance from the code. Many             of these variances have conditions that must be met             in order for the variance to be valid.</li> <li>The legal member of the properties in blooming-             ton have been granted variance from the code. Many             of these variances have conditions that must be met             in order for the variance to be valid.</li> </ul> </li> </ul></li></ul>
Note: Actua inspection, h a copy of a 1 inspection an mailed to the the inspection spection rep and retain th riod and 2 si whichever is		• A J I. MOVI the tenant within 10 the tenant and dama duplicate shall be d ment. 2. MÖVI the tenant the tenant the dama refunded tenant pr warding Warding Tenants

# ROPERTY IS REQUIRED. OINT INSPECTION OF THE

copies shall be retained by all and ge list. This shall be signed by all, eemed part of the tenancy agree-IN: An owner must arrange, with shall jointly complete an inventory days of occupancy. The owner and a joint inspection of the unit

E OUT: The owner-shall contact ge deposit due the tenant is to be within 45 days provided that the the list and signed. Any portion of iny damages to the unit shall be f the tenancy and prior to a new ocovide the landlord a written foridaress. and arrange a joint inspection at

g lease, list your permanent or forif available and if not part of your warding address here:



tenant by first class mail at least two days prior to nd a normal business record showing the letter was at summary for a minimum of the present lease peort any damages which exceed normal wear and tear n. The owner shall note on a signed and dated ine may show compliance by producing the following: g in good faith, if the owner is unable to schedule the bsequent lease periods, or for a period of 4 years, tter to the tenant stating the time and place of the



when you move in and when Your unit should be clean you move out.

# KNOW WHO TO CONTACT IF YOU HAVE PROBLEMS OR QUESTIONS

Owner/manager contact information: owns the unit and their usual address. This in-The code requires disclosure of who manages or Name I. & L. Khairy D/B/A Arch Properties formation is to be kept current. IN 46032

Phone (317) 587-8714

Address 15219 Citation Rd., Carmel,

# PROBLEMS WITH THE RENTAL UNIT

unit, call your landlord/agent and report the If you experience problems with your rental signed prior to an inspection being conducted. with HAND at 349-3420. Complaints must be problem is to be rectified. If the problem is not problem to them. Agree on a time by which the is required to effectuate the code. the unit in such repair that a complete inspection items complained about unless the officer finds The complaint inspection shall be limited to the violation of the PMC, you may file a complaint rectified by the agreed time and the problem is a 77

want to review the complete code, it is on the Property Maintenance Code (PMC). If you Following is a very brief summary of the World Wide Web at,

www.city.bloomington.in.us, or you can re-

provided for in this code. threat of such action for requesting an inspection as Note: The code prohibits retaliatory eviction or the June 20, 2020

# **RECEIPT CONFIRMATION - CARRIAGE HOUSE UNIT**

The undersigned tenants of the Carriage House unit, 219 ½ East 8th Street, Bloomington, Indiana 47408, hereby confirm having received from Arch Properties the following documents:

- Tenants' and Owners' Rights and Responsibilities, and ۰
- EPA's Protect Your Family from Lead in Your Home .

Molhin

Grant Malkin

Mason Dropkin

Date:  $\frac{6/30/20}{7/2/20}$ 

Tel.: (317) 587-8714

١.

15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.rr.com

Fax: (317) 587-8715

# MOVE-IN/MOVE-OUT REPORT-"CARRIAGE HOUSE" UNIT-219 1/2 EAST 8TH ST.

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks, or damages, unless otherwise noted below under "Move-in Exceptions."

ROOMORITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
ERONT/BORGH 1. Porch/path 2. External light fixture	PLOFESSION MLLY PAUEL WANDON SWENT FREE OF LEARS + DEP RU WORKING + FREEDEWERS CLEAN	
3 Battanceidoor 4 Miscellaneous	CLEAN + WALLING-SCUFF MARCE OLAS IN THAT SCREEN DOOTCLEAN IN/	
KITCHEN	CLEAN/SOME POLK HATCH	
	TGOUGES DAINTED	
3. Ceiling & fan	ALL CLEAN + WARKING	
<ul> <li>4: Windows &amp; screens/9-10 05</li> <li>5: Electrical outlets</li> </ul>	CLEANED INSIDET OUTSIDE/OLINOSCIEANED CLEAN + WARKING	
6. bight fixtures 7Refrigerator≁ - <b>2.5e.e</b> - v	ALL CLEAN NJ BUBS TWOKKING CLEAN NYNT 2VBOGIE	
S-Sink	BUID WALKING ORD BA	
-9. Garbage disposal 10. Cabinels	ALL CLEAN + WALKING	
11. Countertop/bar 12: Range/stove/oven/babd	MICKS SCRAPTHERT GOVORED BUT FINIZ AN CLIEMA WORKING	
	an cebanit working	
14 Miscellaneous	NEW DRIP PANS	
1. Floor (entres)	SILMANAG INFINE OF FRANT DOIN- CLEANY DAINTED	
2, Walls 3. Celling	CLEAN NO WEBS. ALL CLEANS WIPED	
4: Woodwork 5: Light fixtures	NIA	
6 Windows & screens	ALCLEAN WHONT GLASS FOCGYBUTCLEAN ALCLEANT WARKING	
7 Blinds/curtains 8. Electrical outlets, <del>phone jacks</del>	mu cure mut workink	
9] HVAC Mini Split unif/remote 10. Miscellaneous	CLEAN +WORKING	
Bartinoom 1 Floor	CLEAN .	

Page 1 of 3

. :

79

مېنې. مېنې

Arch. Properties 15219 Citation Road • Carmel, Indiana 46032-5003 archtrad@indy.tr.com

15219 Tel.: (317) 587-8714	Citation Road   Carmel, Indiana 46032- archtrad@indy.rr.com	5003 Fax: (317) 587-8715
23. Walls	CLEAN PANNED	
23. Walfa 3. Ceillog 4. Windowson has he	OK CLEAN	
4 Windowsser an Transfer	OK CLEANIN PROPERTED	
5 Sink	BY SHOWER CURITAIN OK CLEAN FAVORTCLEAN	
Million Contraction	BINE CABINET CLEAN	
6 Milfor	WEARING AT EDGS	
7. Berninb, foucete, illes, grout	WOCKING	
8- Iollet	ok - cieans + working	•
9 Towel bars/accessories	or - cland.	
10. Light fixtures	OK CLEAN AWARKING	
11. Blectrical outlets	OK CLEAN AWALKING	
12 Bahavat fan / HEAT 1-10 HT	OVE CLEANIT-WONKING	
The second s	ABIVE TOURT OLD BUT	
13 Cabinets	CLEAN + WORKING	
14 Miscellancous	NISSING TILLAROND	and the second
WEST BEDROOM		
1. Ricol (carpet)	CUEANED	
2. Walls	NO HOLDE	
Sector Contraction of the sector of the sect	OK - CLEAN NO WERS	
4 Window & screen	OK CLEAN INJOUT	
5 Blinds	WHER MANT CROCKED.	
6. (Closet	PUT CLEAN + WORKING	
an a	PREFER NO DOOR - TENANTS	
1 Minor	OK CLEANJ + HONOG	
8: Blectrical outlets	OK CLEAN	
9. HVACMiniSplitanit/remote		•
10, Miscellaneous	HIRRON BEHIND DOLL WEAN DOLL KNOBWOOKS	
EASTBEDROOM		
Ide Bloor (carnel)	PEO PESSIONALY CLEANE	· .
12. Walls	OU CLEAN PAINTED	
13. Ceiling	OR CLEWIND WEDS	
14 Window & screen	OK-CNEAN IN (OUT OCCEEN DOWED	
N. N. M. 1648 615360 154 454 164	NEW / CLEAN	· · · ·
15. Plinds	OL CUEAN-NO DODE	
16. Closet	TENANTS PREPERNO	
16. Closet	OK (LEM) BEHMD	
18 - Electrical outlets	- ere and	
19. HVAC Mini Split unit/remote	alanit serviced	
20. Miscellancous.		
	<u>u</u>	

Page 2 of 3

.

.

## Arch Properties

Tel.: (317) 587-8714	9 Citation Road • Carmel, Indiana 46032-5 archtrad@lndy.rr.com	Fax: (317) 587-8715
	·	
SHED	CUEN OF DEG 20 SOM E GATZDEN 2015 NO PRELIDEN BELONGINGI	
YARO	GRANI NO MEDICO	
HEATING/AIR CONDITIONNIG	3 REMOTES PM MINI-SPUID	
NUMBER OF KEYS	CBELINA FILINELD) CBELINA FILINELD) ALL WORKING + CLEAN	RETURNED
SMOKE DETECTORS		
FIRE EXTINGUISHERS	SELVICED	
TRASH CAN(S)	1 - TRACH CAN 1 - DECYCRE-BIN	
MISCELLANEOUS		

MOVE-IN COMMENTS	MOVE-OUT COMMENTS
Move-in	Move-out
Tenants (or their representative) have inspected the above premises prior to occupancy and accept it with the conditions and/or exceptions noted above. Tenants agree to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.	Tenants (or their representative) have made a move-out inspection with an Arch Properties representative and agree that the above result of inth inspection accurately reflects the state and condition of the premises upon lenants' departure.
	Tenant I:
Tenant 1: Marcon Donam	Tennut 2:
Tenants' Representative:	Tenants' Representative:
Dato:	D'ate:
Arch Properties Representative: Survey a. P.String Date: august 8, 2021	Aroh Properties Representative:
Date: august 8, Lear	Date:
<u> </u>	MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS
	First & Last Nomo;
	Address:
	City, State, Zip Code:
	Telephone number:
	B-mail:
1	

[081018/ik]

;

Page 3 of 3

**City of Bloomington** Housing and Neighborhood Development

## **BILLING STATEMENT**

OCT 2 9 2020 DATE:

OWNER: Ibrahim & Lucy Khairy Dba Arch Properties 15219 Citation Road Carmel, IN 46032

AGENT:

RENTAL PROPERTY ADDRESS: 219 E 8th ST, 219 1/2 E 8th ST NUMBER OF UNITS: 3 NUMBER OF BUILDINGS: 2

### ASSESSMENT

Inspection Fee: \$238.00

\$0.00 **Reinspection Fee:** 

> \$0.00 No Show Fee:

Failure to Timely Provide Summary of Rights & Responsibilities: \$75.00 \$75.00

Failure to Timely Provide Inventory & Damage List:

\$0.00 Fines:

TOTAL AMOUNT DUE: \$388.00

DUE BY: MOV 2 8 2020

\* RENTAL PERMIT WILL BE ISSUED UPON RECEIPT OF PAYMENT

. Cash, check, money order and credit cards are acceptable payment types. Please make your check or money order payable to "City of Bloomington". A copy of this statement must be returned with your payment within 30 days to: City of Bloomington, Housing and Neighborhood Development, P.O. Box 100, Bloomington, IN 47402.

If payment is not received within 30 days, any long-term occupancy permit will revert to a threeyear permit, and this matter will be referred to the City Legal Department. You are responsible for all fees incurred regardless of whether you complete the entire inspection process or the property will no longer be used as a rental.

401 N. Morton Street Bloomington, IN 47404 1 ofplax: (812) 349-3582

City Hall

Rental Inspections: (812), 349-3420 Neighborhood Division: (812) 349-3421 Housing Divisida (28/20/2949:340AM

www.bloomington.in.gov



City of Bloomington H.A.N.D.

### Board of Housing Quality Appeals Staff Report: Petition for Extension of Time

Meeting Date:	December 16, 2020
Petition Type:	An extension of time to complete repairs
Petition Number:	20-TV-76
Address:	2803 N. Browncliff Ln.
Petitioner:	Choice Realty and Mgmt.
Inspector:	Norman Mosier
Staff Report:	August 25, 2020 – Conducted Cycle Inspection November 16, 2020 – Received BHQA Appeal

Due to Covid and entry to the unit for follow up on maintenance needed for the cycle inspection list and late findings from the chimney/cleaning inspection, we are requesting additional time for the repairs to be completed. Requesting an additional 45-60 days.

Staff recommendation: Grant the request.

Conditions: Complete all repairs and schedule for re-inspection no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: December 31, 2020 – Life Safety Violations. February 16, 2021 – For all other repairs.

Attachments: Cycle Report, BHQA Appeal, Petitioner's Letter

Page 1 of 2
-------------



<b>Application For Appeal</b>					
To The					1
Board of Housing Quality App P.O. Box 100	eal	兒前	EI	创展	1
<b>P.O.</b> Box 100		, . ,			
Bloomington, IN 47402		NOV	10	2020	Ľ
812-349-3420	120 44				
hand@bloomington.in.go	V ')	91°		00000000000	500 M

Property Address:	2803 N Brownc	liff Lane			
Petitioner's Name	Choice Realty &	& Management			
Address: 1715 S Wa	alnut St				
City: Bloomington		State: Indiana	•	<b>Zip Code:</b> 47401	
Phone Number:	8123317353	E-mail Address:	dena@callchoice	realty.com	
Owner's Name: Je	ennifer Laherty S	Imms			<u></u>
Address: 1516 S Na	ncy St			<u> </u>	
City: Bloomington		State: Indiana	V	<b>Zip Code:</b> 47408	
Phone Number:	8123609530	E-mail Address:	29simms@gmall.	com	
Occupants: 2	•				

The following conditions must be found in each case in order for the Board to consider the request:

- 1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
- That the value of the area about the property to which the exception is to apply will not be adversely affected.

# Identify the variance type that you are requesting from the following drop down menu:

Variance Type: An extension of time to complete repairs. (Petition Type; TV)

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agendal

(Will be assigned by BHQA)			
Petition Number: 20 - TV - 76			

÷

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

A. An extension of time to complete repairs. (Petition type: TV)

1. Specify the items that need the extension of time to complete.

2. Explain why the extension is needed.

3. Specify the time requested.

B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)

1. Specify the code reference number you are appealing.

2. Detail why you are requesting the variance.

3. Specify the modifications and or alterations you are suggesting.

C. Relief from an administration decision. (Petition type: AA)

1. Specify the decision being appealed and the relief you are seeking.

D. Rescind a variance. (Petition type: RV)

1. Detail the existing variance.

2. Specify the reason the variance is no longer needed.

Due to COVID & entry to the unit for follow up on maintenance needed for the inspection list and late findings from the Chimney cleaning/inspection we are requesting additional time for the repairs to be completed. Requesting another 45-60 days for this property.

Signature (Required):

Chrie Keath & Marshat

Name (Print): Choice Realty & Management

Date: 11-16-2020

Important information regarding this application format:

1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).

2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

**Print Form** 



## City Of Bloomington Housing and Neighborhood Development <u>CYCLE INSPECTION REPORT</u>

Owner(s) Jennifer Laherty (Simms) 1516 N Nancy St Bloomington, IN 47401

Agent Choice Realty & Management 1715 S. Walnut Street Bloomington, IN 47401

Prop. Location: 2803 N Browncliff LN Number of Units/Structures: 1/1 Units/Bedrooms/Max # of Occupants: Bld 1: 1/4/3

Date Inspected: 08/25/2020 Primary Heat Source: Gas Property Zoning: R2 Number of Stories: 2 Inspector: Norman Mosier Foundation Type: Basement Attic Access: Yes Accessory Structure: Det. Garage

The Monroe County Assessor's records indicate that this structure was built in 1958. There were no emergency egress requirements at the time of construction.

Existing Egress Window Measurements: Dbl hung pop out: Const. Yr. - 1958

Height: 45.5 inches Width: 34 inches Sill Height: 35 inches Openable Area: 10.74 sq. ft.

Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

#### **INTERIOR:**

#### MAIN LEVEL Entryway: Repair the storm door to latch properly. BMC 16.04.060 (a)

<u>Kitchen/Dining Room  $15-11 \times 7-11 + 7-5 \times 6-6$ :</u> No violations noted.

#### Garage:

Repair the north storm door to latch properly, missing backset. BMC 16.04.060 (a)

City Hall Email: hasd@bloomington.in.gov Neighborhood Division (812) 349-3421 401 N Morton St https://bloomington.in.gov/hand Housing Division (812) 349-3401 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582

11151

Living Room 28-9 x 13-6: Fireplace located here, see other requirements. No violations noted.

Sun Room 20-11 x 11-2;

Replace the missing window crank on the SW window. BMC 16.04.060 (a)

Repair the torn screen on the sliding glass door. BMC 16.04.060 (a)

#### Deck:

Secure the loose deck board to the deck, adjacent to the south end of deck. BMC 16.04.050(b)

Hallway: No violations noted.

#### Hall Bath:

Secure the loose hinges on the vanity cabinet door. BMC 16.04.060 (a)

Seal edge of floor covering adjacent to bathtub. BMC 16.04.060(a)

NW Bedroom 14 x 10-8: See heading for egress requirements. No violations noted.

NE Bedroom 11-3 x 9-9; See heading for egress requirements. No violations noted.

#### BASEMENT

Stairway: Secure the loose handrail at the top of the stairway. BMC 16.04.060 (b)

Main Room: Gas furnace, fireplace located here, see other requirements. Repair the laundry sink drain to function as intended, clogged. BMC 16.04.060(c)

Repair the south wall to be plumb, bowing inward. BMC 16.04.060(a)

#### 2<sup>nd</sup> LEVEL

Stairway, Hallway: No violations noted.

Hall Bath;

Repair the curling linoleum adjacent to the shower base and seal. BMC 16.04.060 (a)

S. Bedroom 12-9 x 1-1: See heading for egress requirements. No violations noted.

Center Bedroom 13-6 x 12-9: See heading for egress requirements. No violations noted.

N Room  $16-7 \times 9-11$ : See heading for egress requirements. No violations noted.

#### East attic:

Secure the loose junction box adjacent to the electric furnace, north end. BMC 16.04.060 (b)

<u>W Attic:</u> No violations noted.

#### **EXTERIOR:**

Clean debris from the roof, gutters and downspouts. BMC 16.04.050(a)

#### Shed:

No violations noted.

#### **OTHER REQUIREMENTS**

#### **Furnace Inspection Documentation**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm
BMC 16.01.060(f), BMC 16.04.060(c), BMC	16.04.060(b)

Show documentation that the fireplace has been inspected within the last twelve months, and that it is safe for use, or permanently and visibly seal the fireplace to prevent its use. Service and inspection shall include the firebox, damper, chimney and/or flue. Cleaning by a professional service is highly recommended. BMC 16.01.060(f)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

This is the end of this report.



City of Bloomington H.A.N.D.

### **Board of Housing Quality Appeals Staff Report: Petition for Extension of Time**

Meeting Date:	December 16, 2020
Petition Type:	An extension of time to complete repairs
Petition Number:	20-TV-77
Address:	2416 S. Milton Drive
Petitioner:	Choice Realty & Management
Inspector:	Jo Stong
Staff Report:	September 9, 2020: Conducted cycle inspection September 23, 2020: Mailed inspection report October 5, 2020: Received gas furnace inspection results; complied on report November 20, 2020: Received appeal.

During a cycle inspection of the above property violations of the Residential Rental Unit and Lodging Establishment Inspection Program were found. The petitioner is seeking an extension of time to complete repairs of the fence and a window which is ordered but has not yet been delivered.

Staff recommendation: Grant an extension of time

Conditions: Complete all repairs and schedule for re-inspection no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: January 31, 2021

Attachments:

Cycle inspection report, appeal



ġ

Application For App	eal	副 人名马	ලෝල ශි	7 WA	50	a
To The	啊?	資產	14	i w		
Board of Housing Quality	App	rals	21	> 20	26	W
P.O. Box 100	899	MOA	ы.	/ 20	ωv	
Bloomington, IN 474	102 <sub>410</sub>	W 8			*****	
812-349-3420	边	Y & pat	60 A A A A A	699966	,,,,,,,	
hand@bloomington.ir	1.go\	1				

Property Address	2416 S Milton E	)rive		۰ ــــــــــــــــــــــــــــــــــــ
Petitioner's Name	e: Choice Realty	& Management	<u> </u>	
Address: 1715 S W	/alnut St.			
City: Bloomington	l	State: Indiana	÷	Zip Code: 47401
Phone Number:	8123317353	E-mail Address:	dena@callchoice	realty.com
Owner's Name:	Spicer Rentals		-	
Address: 1155 S C	ollege Mall Rd Sul	te C		
City: Bloomington		State: Indiana	<b>T</b>	<b>Zip Code:</b> 47401
Phone Number:	812-327-312	2-E-mail Address:	Kspicer	@c21scheetz.com
Occupants: 1				

The following conditions must be found in each case in order for the Board to consider the request:

- 1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
- 2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

# Identify the variance type that you are requesting from the following drop down menu:

Variance Type: An extension of time to complete repairs. (Petition Type: TV)

- 6	· · · •	
- 1	~	
- 1	·	
	· •	

Reminder: A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be	(Will be assigned by BHQA)			
_completel_A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agendal	Petition Number: <u>20 - TV - 77</u>			

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

A. An extension of time to complete repairs. (Petition type: TV)

1. Specify the items that need the extension of time to complete.

2. Explain why the extension is needed.

3. Specify the time requested.

B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)

1. Specify the code reference number you are appealing.

2. Detail why you are requesting the variance.

3. Specify the modifications and or alterations you are suggesting.

C. Relief from an administration decision. (Petition type: AA)

1. Specify the decision being appealed and the relief you are seeking.

D. Rescind a variance. (Petition type: RV)

1. Detail the existing variance.

2. Specify the reason the variance is no longer needed.

More time is requested for exterior item - back fence to be repaired/replaced Fence company is behind on schedule but is lined up to do the job when they can.	
Requesting at least 90 day extension for this property. Thin how pone is not in get as used on or len ref City Dlass.	
Turn dow pone 10 hor in yer as the	
City Dlass.	
$\gamma$ $($ $($	

Signature (Required): Chrice Kealty & Managent - Wen alla Name (Print): Choice Reality & Management Date: 11/18/2020

Important information regarding this application format:

1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).

2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.





City Of Bloomington Housing and Neighborhood Development <u>RENTAL INSPECTION INFORMATION</u>

SEP 2 3 2020

Spicer Rentals 1155 S College Mall Rd. Suite C Bloomington, IN 47401

RE: 2416 S Milton DR

Please find the enclosed Rental Inspection Report which contains pertinent information about the Cycle Inspection that was recently conducted at the above referenced property. The inspector has listed all noted violations and recommendations on the enclosed Rental Inspection Report. You have sixty (60) days from the date of this letter to correct the violations listed on the report.

Once violations have been corrected, it is your responsibility to call the Housing and Neighborhood Development office within this 60 day window but no later than NOV 2 2 2020 to schedule a re-inspection. You have the right to appeal any violation of Bloomington Municipal Code Title 16 noted on the rental inspection report to the Board of Housing Quality Appeals.

This report is issued in accordance with BMC 16.10.020 and 16.10.040 of the Residential Rental Unit and Lodging Establishment Inspection Program. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Bloomington Municipal Code requires that all violations of all Titles of the BMC must be in compliance before a permit will be issued. Please be advised that non-compliance by the deadlines listed in this letter may limit the permit period to a maximum of three (3) years.

. If the owner's or agent's contact information has changed since your last inspection, please submit a new registration form to the HAND Department. The registration must be signed by the owner of the property, not the agent. All rental forms and documents can be found at www.bloomington.in.gov/hand. If you do not have access to the internet, you may contact HAND at 812-349-3420 and forms will be provided.

If you have any questions regarding the permit process, please call weekdays between 8:00 a.m. and 5:00 p.m., at (812) 349-3420.

Sincerely,

Housing & Neighborhood Development Encl: Inspection Report Xc: Choice Realty & Management: 1715 S. Walnut Street, Bloomington, IN 47401

City Hall Email: hand@bloomington.in.gov Neighborhood Division (812) 349-3421 401 N Morton St https://bloomington.ln.goy/hand Housing Division (812) 349-3401 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582



# City Of Bloomington Housing and Neighborhood Development

#### CYCLE INSPECTION REPORT

10835

Owner Spicer Rentals 1155 S College Mall Rd. Suite C Bloomington, IN 47401 Agent Choice Realty & Management 1715 S. Walnut Street Bloomington, IN 47401

Prop. Location: 2416 S Milton DR Number of Units/Structures: 1/1 Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 09/09/2020 Primary Heat Source: Gas Property Zoning: R2 Number of Stories: 1 Inspector: Jo Stong Foundation Type: Crawl Space Attic Access: No Accessory Structure: None

Monroe County Assessor's records indicate this structure was built in 1955. There were no requirements for emergency egress at the time of construction.

Existing Egress Window Measurements (double-hung; both sashes removable): Height: 53 inches Width: 30 inches Sill Height: 27 inches Openable Area: 11.04 sq. ft.

Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

#### **INTERIOR:**

#### Living Room 917-5 x 12-5):

Properly ground the electrical receptacle on the north wall. If the receptacle is on an ungrounded system, it is acceptable to install a 2-pole, ungrounded receptacle, or a GFCI receptacle. If a GFCI receptacle is installed, mark receptacle with the wording "no equipment ground." BMC 16.04.020(a)(5); 2009 IEC Article 406.3 (D)Replacements

Properly secure the register grate on the floor. BMC 16.04.060(a)

City Hall Email: hand@bloomington.in.gov Neighborhood Division (812) 349-3421 401 N Morton St https://bloomington.in.gov/hand Housing Division (812) 349-3401 Bloomington, IN 47404 Rental Inspection (812) 349-3420 Fax (812) 349-3582 Southwest Bedroom (10-8 x 10-0): Repair the broken window pane (south window, lower sash). BMC 16.04.060(a)

Southeast Bedroom (12-5 x 11-8), Bath, Kitchen: No violations noted.

Garage (gas furnace here):

See Other Requirements at the end of the report for required furnace documentation.

#### EXTERIOR:

Properly repair the fence, and replace any missing pickets. BMC 16.04.050(a)

Replace the broken light on the front porch. BMC 16.04.050(a)

Install address numbers on the house. All residential rental units shall conspicuously display the unit's address number on the front of the unit. BMC 16.04.100

#### **OTHER REQUIREMENTS:**

Furnace Inspection Documentation

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:0 parts per million (ppm)Acceptable level in a living space:9 ppmMaximum concentration for flue products:50ppmBMC 16.01.060(f), BMC 16.04.060(b), (c)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

Thank you for your cooperation in the Residential Rental Occupancy Permit Program.

This is the end of this report.