

**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**
  - 1) 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. **ADJOURNMENT**

**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](mailto: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/aLfvmkp7>

## **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. PETITIONS**

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 Opat-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. Opat-Powell seconded. Motion passed, 4-0.

### **IV. GENERAL DISCUSSION**

The passing of former BHQA Chair Nikki Gastineau was noted.

### **V. PUBLIC COMMENT**

None.

### **VI. ADJOURNMENT**

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  
H.A.N.D.



## City of Bloomington Housing and Neighborhood Development

### 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 Cycle Inspection  
16 March 2020 Sent Report  
20 May 2020 Sent Remaining Violations Report  
04 June 2020 Reinspection Scheduled  
17 June 2020 Reinspection Rescheduled  
14 September 2020 Reinspection Completed  
18 September 2020 Sent Remaining Violations Report  
20 September 2020 Received BHQA Application  
18 November 2020 BHQA Tabled This Request  
19 November 2020 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.

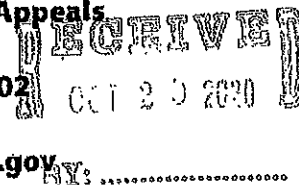
Staff recommendation: Grant the extension of time

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: 31 May 2021  
Attachments: Remaining Violations Report, Application



**Application For Appeal  
To The  
Board of Housing Quality Appeals**  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov



**Property Address:** 321 N Indiana Avenue Apt 1&2

**Petitioner's Name:** Pavllion Properties

**Address:** 112 E 3rd Street

**City:** Bloomington

**State:** Indiana



**Zip Code:** 47401

**Phone Number:** 812-333-23

**E-mail Address:** info@pavprop.com

**Owner's Name:** GMS-Pavllion Properties

**Address:** 112 E 3rd Street

**City:** Bloomington

**State:** Indiana



**Zip Code:** 47401

**Phone Number:** 333-2332

**E-mail Address:** info@pavprop.com

**Occupants:** Michael Picchiotti, Ryan Boundy, Patrick Doyle, Ryan Sullivan, Isaac Brandenberger, John Ruth

**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)



**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 agenda!

(Will be assigned by BHQA)

Petition Number: 20-TV-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: 10/20/2020

**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**

REMAINING VIOLATION INSPECTION REPORT

SEP 18 2020

905

Owner(s)

Gms Enterprises  
112 E. 3rd St.  
Bloomington, IN 47401

Agent

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.

City Hall  
Email: [hand@bloomington.in.gov](mailto: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

**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  
Maximum concentration for flue products: 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.**



City of Bloomington  
H.A.N.D.



## City of Bloomington Housing and Neighborhood Development

### 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

Inspector: Swinney

Staff Report:

21 August 2019	Scheduled Cycle Inspection
21 October 2019	Cycle Inspection
01 November 2019	Mailed Inspection Report
30 December 2019	Reinspection Scheduled
22 January 2020	Reinspection Complete (violations remain)
29 January 2020	Sent Remaining Violations Report
14 February 2020	Email Reminder to Schedule Reinspection
22 February 2020	Start Legal
24 February 2020	Reinspection Scheduled
04 March 2020	Reinspection Completed (temporary permit issued)
10 March 2020	Sent Temporary Permit
20 August 2020	Drive by for Exterior Compliance Requested
24 August 2020	Exterior in Compliance
29 October 2020	Received Application for Request of Administrative Relief
18 November 2020	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

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



**Application For Appeal  
To The  
Board of Housing Quality Appeals**

**P.O. Box 100  
Bloomington, IN 47402**

**812-349-3420**

**hand@bloomington.in.gov**

**RECEIVED**  
**OCT 01 2020**

BY: .....

**Property Address:** 728 West Dixie Street, Bloomington, IN 47403

**Petitioner's Name:** Bruce Ricklin

**Address:** 6622 E Everett Arnold Drive

**City:** Bloomington

**State:** Indiana

☒ **Zip Code:** 47408

**Phone Number:** 8123450960

**E-mail Address:** brucericklin@hotmail.com

**Owner's Name:** Bruce Ricklin

**Address:** 6622 E Everett Arnold Drive

**City:** Bloomington

**State:** Indiana

☒ **Zip Code:** 47408

**Phone Number:** 8123450960

**E-mail Address:** brucericklin@hotmail.com

**Occupants:** 12- one bedroom apartments

**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:** 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 month's agenda!

(Will be assigned by BHQA)

Petition Number: 20-AA-71

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 I was 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):

*Bruce Ricklin*

Name (Print): Bruce Ricklin

Date: 9/29/20

**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  
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<sup>nd</sup> 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

*[Handwritten signature]*





RECEIVED  
OCT 30 2020

RV: .....

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1320 N. Washington St

Petitioner's Name: Angela Brown

Address: 2105 S. 6th St

City: Lafayette State: IN Zip Code: 47905

Phone Number: 812-361-1021 Email Address: brownpropertymgt.com

Property Owner's Name: Angela Brown

Address: same as above

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

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

☐ B) A modification or exception to the Residential Rental Unit and Lodging Establishment Inspection Program (Petition type V)

☐ C) Relief from an administrative decision (Petition type AA)

☐ D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 20-TV-73

SEE REVERSE

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.

I am requesting an extra 30 days to repair a window in the SE bedroom, a light in the north bedroom, and a smoke detector in the lower unit kitchen. The two bedrooms were locked by the tenants at the initial inspection. All the repairs we made between leases in August but a couple things in the bedrooms unable to inspect were not a problem when all the other items were addressed. For the reason, I would greatly appreciate an extra 30 days to make these repairs.

Signature (required):

Angela Brown

Name (please print):

Angela Brown

Date:

10-30-20

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**

3933

**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)

**Main Room:**

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@bloomington.in.gov](mailto: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  
H.A.N.D.

**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 Owner 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.



RECEIVED  
NOV 04 2020

BY: .....

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 2307 Windorg Brook Ct.

Petitioner's Name: Kris Kuntz

Address: 1727 Pine Lake Rd.

City: Spencer State: IN Zip Code: 47460

Phone Number: 812-320-4579 Email Address: kkuntz@digarts.com

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: same as above State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: alone permanently - Holly Young house-sitting

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.

Please circle the petition type that you are requesting:

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

☒ B) A modification or exception to the Residential Rental Unit and Lodging Establishment Inspection Program (Petition type V)

C) Relief from an administrative decision (Petition type AA)

D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 20-V-74

SEE REVERSE

Please notify me of meeting day/time/place  
(email preferred)

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.

See Attached

Signature (required):

Kris Kurtz

Name (please print):

Kris Kurtz

Date:

10-31-20

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:

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.

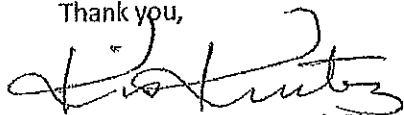
Holly Yeung and her boyfriend had been in California at the beginning of the pandemic. They live with his father and asked if they could use the condo to 'quarantine' for a bit before they moved back into his father's house. Since the unit was empty and we had concerns are people trying to get in, we 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/partlers.

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



City of Bloomington  
H.A.N.D.

**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.

*Handwritten signature/initials*



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.

COPY

Page 1 of 2



**Application For Appeal  
To The**

**Board of Housing Quality Appeals**

**P.O. Box 100**

**Bloomington, IN 47402**

**812-349-3420**

**hand@bloomington.in.gov**

BY: \_\_\_\_\_

**Property Address:** 219 and 219 1/2 East 8th Street, Bloomington, IN 47408

**Petitioner's Name:** Ibrahim & Lucy Khairy D/B/A Arch Properties

**Address:** 15219 Citation Road

**City:** Carmel

**State:** Indiana

**Zip Code:** 46032

**Phone Number:** 3174329864

**E-mail Address:** archtrad@indy.rr.com

**Owner's Name:** Ibrahim & Lucy Khairy

**Address:** 15219 Citation Road

**City:** Carmel

**State:** Indiana

**Zip Code:** 46032

**Phone Number:** 3174329864

**E-mail Address:** archtrad@indy.rr.com

**Occupants:** 219: Mackinley Byrne, John Eknoian, Griffin Hinton, Connor Wallace, Andrew Zimmerman, Alexander Buring. 219 1/2: Mason Dropkin, Grant Malkin.

**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:** 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 agenda!

(Will be assigned by BHQA)

Petition Number: 20 - AA - 75

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 always 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):

*Khairy*

Name (Print): Ibrahim Khairy

Date: 11/02/2020

**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**

**REMAINING VIOLATION INSPECTION REPORT**

**JUL 27 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 Hall  
Email: [hand@bloomington.in.gov](mailto: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: 29 inches

Openable Area: 5.27 sq. ft.

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

SE Bedroom 14 x 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.

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 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)	

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 19 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 18 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](http://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](mailto: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**

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. 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.

**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)

NB Bedroom 14 x 10:  
No violations noted.

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

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

SE Bedroom 14 x 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.

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 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)	

##### 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)

**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 ½ 8<sup>th</sup> 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

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:

\* **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 code may appeal to the Board of Housing Quality Appeals.

## Article 2: Definitions

\* Article 2 defines all relevant terms used in the  
PMCA.

### 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 sanitary.

## 38

## Article 4; Light, Ventilation and Space Requirements

\* Each unit shall meet minimum light and ventilation requirements. In general all spaces or rooms shall be provided sufficient light and must not be 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.)

## A\*

**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 t-trichen fixtures shall function as indicated.

## Arti\*

\* 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.

Title 6 also 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.

**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.

7-13-00 Alex

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Tenant

7/14/20  
Signature/Owner/Agent

# Rental Information for Bloomington



**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**  
Walk-Down Unit:

**Walt Whitman Initiative**

Property address: 219 E. 8th St.

Bloomington, IN 47408

Revised January 31, 2006



## ♦ RENTAL OCCUPANCY PERMITS

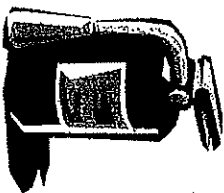
Always review the Rental Occupancy Permit prior to signing a lease. The housing Property Maintenance Code (PMC) of Bloomington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance standards, basic equipment and facilities standards and 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.

The 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 Bloomington 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.

## CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE

- 1) The maximum occupant load for my unit is 2 / AB. (Number AB)
- 2) I have reviewed the Rental Occupancy Permit for the unit I am renting. AB AB



Do you know how to use a fire extinguisher?

Fire extinguishers can save lives if used properly.

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

1. 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.

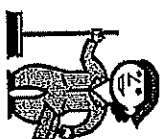
2. MOVE OUT: The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days provided that the tenant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

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



Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.

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 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 information is to be kept current.

### Owner/manager contact information:

Name Ibrahim & Lucy Khairy  
Address 15219 Citation Rd., Carmel, IN 46032  
Phone (317) 587-8774

## ♦ 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 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](http://www.city.bloomington.in.us).

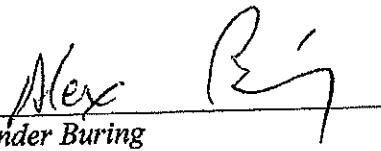
Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

June 20, 2020

**RECEIPT CONFIRMATION – WALK-DOWN UNIT**

The undersigned tenant of the Walk-Down unit, 219 East 8<sup>th</sup> 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

  
\_\_\_\_\_  
Alexander Buring

Date: 7-13-2020



# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrud@indy.rr.com

Fax: (317) 587-8715

7. Miscellaneous	NAILS IN SOUTH WALL BUT NO OTHER NAIL HUBS	
<b>KITCHEN</b>		
1. Floor	OLD - ROCK MARBLE CLEAN	
2. Walls	ALL CLEAN WIPED DOWN PAINTED	
3. Ceiling	OK - CLEAN + NO WEBS	
4. Windows & curtains	ALL CLEAN INSIDE + OUT / CURTAINS WASHED	
5. Electrical outlets	ALL CLEAN / TIGHT + FUNCTIONING	
6. Light fixtures	ALL IN WORKING ORDER W/ BULBS	
7. Refrigerator	ALL CLEAN IN / OUT SCRAPE ON INSIDE OF FRONT DOOR	
8. Sink	CLEAN FUNCTIONAL SPRAYED A NEW FUNCTIONAL	
9. Garbage disposal	ALL CLEAN + FUNCTIONAL	
10. Cabinets	CLEAN NICKS ON TOP SIDE	
11. Countertop/bar	ALL NEW CLEAN	
12. Range/oven/hood	CLEAN + FUNCTIONAL	
13. Dishwasher	Center between fridge + stove w/ top of tiny knife cut barely visible	
14. Miscellaneous		
<b>LIVING ROOM</b>		
1. Floor (carpet)	VINYL WOOD - CLEAN SOME SLITS A BIT UN- GLUED	
2. Walls	- ALL CLEAN, NO HUBS WIPED DOWN OR PAINTED	
3. Ceiling	CLEAN - SOME BEAMS VISIBLE	
4. Light fixtures	ALL CLEAN + BULBS WORKING	
5. NE window plastic cover	CLEANED	
6. Windows & curtains	ALL WASHED + BEAM WINDOWS CLEANED INSIDE + OUT	
7. Electrical outlets	ALL FINE TIGHT + WORKING WIPED DOWN	
8. Miscellaneous		
<b>INSIDE STAIRCASE</b>		
1. Floor (wooden floor)	CLEAN + WIPED DOWN	
2. Walls	CLEAN / NO WEBS / WIPED DOWN	
3. Ceiling	GOOD / CLEAN WIPED DOWN / MOPPED	
4. Wooden ramp		
5. Light fixtures	NEW BULB CLEAN + FUNCTIONING	
6. Electrical outlets	N/A	
7. Door to Main House unit	REMOVED + NEWLY VARNISHED ALL LOCKS WORKING / NOISS WORKING	
8. Miscellaneous	CO2 Detector WORKING CARBON MONOXIDE	
<b>BATHROOM</b>		
1. Floor	CLEAN + NO BROKEN TILES	

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

Miscellaneous	NAILS IN SOUTH WALL BUT NO OTHER NAIL HOLE
KITCHEN	
1. Floor	OLD - POCK MARKS - CLEAN CLEAN
2. Walls	ALL CLEAN WIPED DOWN PAINTED
3. Ceiling	OK - CLEAN + NO WEBS
4. Windows & curtains	ALL CLEAN INSIDE + OUT / CURTAINS WASHED
5. Electrical outlets	ALL CLEAN / TIGHT + FUNCTIONING
6. Light fixtures	ALL IN WORKING ORDER W/ BULBS
7. Refrigerator	ALL CLEAN IN / OUT SCRAPE ON SIDE OF FRONT DOOR
8. Sink	ALL CLEAN FUNCTIONAL SPRAYED A FEW FUNCTIONAL
9. Garbage disposal	ALL CLEAN + FUNCTIONAL
10. Cabinets	CLEAN NICKS ON TOP SIDE
11. Countertop/bar	ALL NEW CLEAN
12. Range/oven/hood	CLEAN + FUNCTIONAL
13. Dishwasher	Center between Fridge + stove not tipping but extremely visible
14. Miscellaneous	
LIVING ROOM	
1. Floor (carpet)	VINYL WOOD - CLEAN SOME SCUFFS A BIT UN- GLUED
2. Walls	- ALL CLEAN, NO HOLE WIPED DOWN OR PAINTED
3. Ceiling	CLEAN - SOME SEAMS VISIBLE
4. Light fixtures	ALL CLEAN + BULBS WORKING
5. NE window plastic cover	CLEANED
6. Windows & curtains	ALL WASHED + ALL WINDOWS CLEANED INSIDE + OUT
7. Electrical outlets	ALL FINE TIGHT + WORKING
8. Miscellaneous	WIPED DOWN
INSIDE STAIRCASE	
1. Floor (wooden floor)	CLEAN + WIPED DOWN
2. Walls	CLEAN / NO WEBS / WIPED DOWN
3. Ceiling	GOOD / CLEAN
4. Wooden ramp	WIPED DOWN / MOPPED
5. Light fixtures	NEW BULB CLEAN + FUNCTIONING
6. Electrical outlets	N/A
7. Door to Main House unit	REMOVED + NEWLY VARNISHED ALL LOCKS WORKING / WEBS WORKING
8. Miscellaneous	CO2 DETECTOR WORKING CARBON MONOXIDE
BATHROOM	
1. Floor	CLEAN + NO BROKEN TILES

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

2. Walls	CLEAN + NO HOLES CLEAN	
3. Ceiling	CLEAN - CRACKS LOOK	
4. Sink	CLEAN	
5. Mirror		
6. Shower, faucets, tiles, grout	ALL CLEAN/NEW GROUT - WORKING	
7. Toilet	ALL CLEAN/TWORKING	
8. Towel bars/accessories	IN TACT - CLEAN A BIT LOOSE BUT NOT SAGGING	
9. Light fixtures	CLEAN/FUNCTIONING	
10. Electrical outlets	NEW/CLEAN/WORKING	
11. Exhaust fan	ALL CLEAN NOTHING BROKEN BY HANDLES	
12. Cabinets		
13. Miscellaneous		
SHED	CLEANED OUT EXCEPT FOR SOME GARDEN TOOLS	
FRONT YARD	CLEAN DEBRIS FREE	
BACKYARD	CLEAN DEBRIS FREE	
HEATING/AIR CONDITIONING	ALL FUNCTIONING RECENT SERVICE	
NUMBER OF KEYS	<u>RECEIVED</u> 2	<u>RETURNED</u>
SMOKE DETECTORS	ALL INSTALLED + FUNCTIONING 1/2 1 CARBON MONOXIDE DETECTOR + 1 IN KITCHEN	
CARBON MONOXIDE DETECTOR	2 - TWO OF 1 IN NEAR STAIR CASE & 1 IN SLEEPING AREA	
FIRE EXTINGUISHERS	1 UPDATED + WORKING	
TRASH CANS	1 TRASH CAN 1 RECYCLING	
MISCELLANEOUS		

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

Fax: (317) 587-8715

MOVE-IN COMMENTS	MOVE-OUT COMMENTS
<p><del>RENTAL UNIT PRESENT FOR</del>  <del>INSPECTION</del>  <del>UNIT ON RAISED TO</del>  <del>TENANT</del></p>	
<p align="center"><b>MOVE-IN</b></p> <p>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.</p> <p>Tenant 1: <u>                    </u></p> <p>Tenant 2: <u>                    </u></p> <p>Tenants' Representative: <u>                    </u></p> <p>Date: <u>August 8, 2020</u></p> <p>Arch Properties Representative: <u>                    </u></p> <p>Date: <u>August 8, 2020 / August 12, 2020</u></p>	<p align="center"><b>MOVE-OUT</b></p> <p>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.</p> <p>Tenant 1: <u>                    </u></p> <p>Tenant 2: <u>                    </u></p> <p>Tenants' Representative: <u>                    </u></p> <p>Date: <u>                    </u></p> <p>Arch Properties Representative: <u>                    </u></p> <p>Date: <u>                    </u></p>
	<p align="center"><b>MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS</b></p> <p>First &amp; Last Name: <u>                                    </u></p> <p>Address: <u>                                                    </u></p> <p>City, State, Zip Code: <u>                                    </u></p> <p>Telephone number: <u>                                    </u></p> <p>E-mail: <u>                                                    </u></p>

[081018/k]

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 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 sanitary.

- \* Article 4: Light, Ventilation and Space Requirements  
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 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 \$25 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

### Use this brochure!

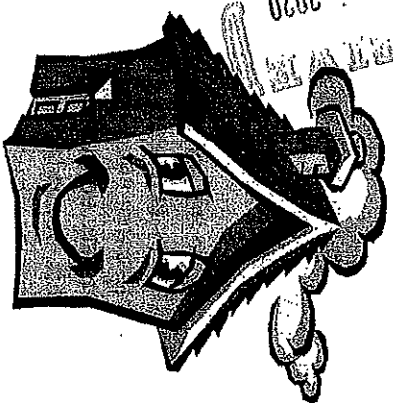
This brochure should be filled out and signed by all parties. Copies of this summary and the joint inspection should be retained by all.

Date 6/30/10 Signature/Tenant Scott M. Hall  
Date 7/14/10 Signature/Tenant Maria P. Davis

Date \_\_\_\_\_ Signature/Tenant \_\_\_\_\_  
Date \_\_\_\_\_ Signature/Tenant \_\_\_\_\_

Date 7/14/10 Signature/Tenant Blair  
Date \_\_\_\_\_ Signature/Owner/Agent \_\_\_\_\_

## Rental Information for Bloomington



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

**TENANTS' AND OWNERS'  
RIGHTS AND  
RESPONSIBILITIES**  
Bloomington Housing and  
Neighborhood Development  
(HAND)

(812)349-3420  
P.O. Box 100  
401 N. Morton St.  
Bloomington, IN 47402  
Carriage House Unit

Property address: 219 1/2 E. 8th St.  
Bloomington, IN 47408

Revised August, 1 2003

## ♦ 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, 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.

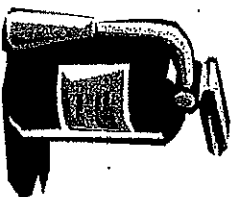
The Rental Occupancy Permit will tell you:

- ⇒ *The number of legal bedrooms.*
- ⇒ *The legal number of tenants allowed to occupy the unit.*
- ⇒ *Variance information. Some properties in Bloomington 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.*

## CHECK THE FOLLOWING WHEN YOU

### SIGN YOUR LEASE

- 1) The maximum occupant load for my unit is 2 / GA MD (Number / Initial)
- 2) I have reviewed the Rental Occupancy Permit for the unit I am renting. GA MD Initial



Do you know how to use a fire extinguisher?

Fire extinguishers can save lives if used properly.

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

1. **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.

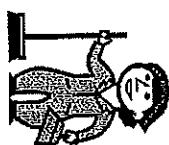
2. **MOVE OUT:** The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days *provided that the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

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



Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.

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, 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. Knairy D/B/A Arch Properties  
Address: 15219 Citation Rd., Carmel, IN 46032  
Phone: (317) 587-8714

## ♦ 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 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](http://www.city.bloomington.in.us), or you can re-

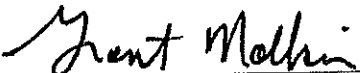
Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

June 20, 2020

**RECEIPT CONFIRMATION – CARRIAGE HOUSE UNIT**

The undersigned tenants of the Carriage House unit, 219 ½ East 8<sup>th</sup> 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

  
\_\_\_\_\_  
Grant Malkin

Date: 6/30/20

  
\_\_\_\_\_  
Mason Dropkin

Date: 7/2/20

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archrad@indy.rr.com

Fax: (317) 587-8715

## MOVE-IN/MOVE-OUT REPORT—"CARRIAGE HOUSE" UNIT—219 1/2 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 ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
<b>FRONT PORCH</b>		
1. Porch/patio	PROFESSIONALLY POWER WASHED + SWEEP FREE OF LEAVES + DEBRIS	
2. External light fixture	WORKING + FREE OF WEBS	
3. Entrance door	CLEAN + WORKING - SCUFF MARKS ONLY IN TART	
4. Miscellaneous	SCREEN DOOR CLEAN IN/ OUT INCLUDING WINDOWS SCREEN WORKING	
<b>KITCHEN</b>		
1. Floor	CLEAN / SOME DOCK MARKS + GOUGES	
2. Walls	ALL CLEAN / PAINTED	
3. Ceiling & fan	CLEAN ON TOP OF FAN + WORKING	
4. Windows & screens / BLINDS	ALL CLEAN + WORKING CLEANED INSIDE + OUTSIDE / BLINDS CLEANED	
5. Electrical outlets	CLEAN + WORKING	
6. Light fixtures	ALL CLEAN W/ BULBS + WORKING	
7. Refrigerator - 1 YEAR IN FRIDGE / 2 GLASS SHELVES	CLEAN IN / OUT 2 VEGGIE DRAWERS ALL BARS IN TART	
8. Sink		
9. Garbage disposal	GOOD WORKING, ORDER CLEAN	
10. Cabinets	ALL CLEAN + WORKING	
11. Countertop/bar	NICKS SCRATCHES GOUGES BUT FINE	
12. Range/stove/oven/hood	ALL CLEAN + WORKING	
13. Dishwasher	ALL CLEAN + WORKING	
14. Miscellaneous	NEW DRIP PAN	
<b>LIVING ROOM</b>		
1. Floor (carpet)	VINYL WOOD FLOORING SUNSHADE INSIDE OF FRONT DOOR	
2. Walls	CLEAN / PAINTED	
3. Ceiling	CLEAN NO WEBS	
4. Woodwork	ALL CLEAN WIPED DOWN	
5. Light fixtures	N/A	
6. Windows & screens	ALL CLEAN IN / OUT GLASS FREE BUT CLEAN	
7. Blinds/curtains	ALL CLEAN + WORKING	
8. Electrical outlets, phone jacks	ALL CLEAN + WORKING	
9. HVAC Mini Split unit/remote	CLEAN + WORKING	
10. Miscellaneous		
<b>BATHROOM</b>		
1. Floor	CLEAN	



# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

2. Walls	CLEAN/PAINTED HOOK TO RIGHT OF SINK HOOK TO LEFT OF DOOR	
3. Ceiling	OK CLEAN	
4. Window	OK CLEAN + PROTECTED BY SHOWER CURTAIN	
5. Sink	OK CLEAN FAUCET CLEAN SINK CABINET CLEAN	
6. Mirror	OK CLEAN - HOLE PAINT WEARING AT EDGES	
7. Bidet/tub, faucets, tiles, grout	CLEAN FAUCET + SHOWER WORKING	
8. Toilet	OK - CLEAN + WORKING	
9. Towel bars/accessories	OK - CLEAN	
10. Light fixtures	OK CLEAN + WORKING WITH BULBS	
11. Electrical outlets	OK CLEAN + WORKING	
12. Exhaust fan / HEAT LIGHT	OK CLEAN + WORKING	
13. Cabinets	ABOVE TOILET OLD BUT CLEAN + WORKING	
14. Miscellaneous	MISSING TILE AROUND DOOR RIGHT OF SINK	
<b>WEST BEDROOM</b>		
1. Floor (carpet)	PROFESSIONALLY CLEANED	
2. Walls	OK - CLEAN / PAINTED NO HOLDS	
3. Ceiling	OK - CLEAN NO WEBS	
4. Window & screen	OK CLEAN IN / OUT -	
5. Blinds	UPPER RIGHT CROOKED BUT CLEAN + WORKING	
6. Closet	OK - NO DOOR - TENANTS PREFER NO DOOR	
7. Mirror	OK CLEAN + HANG	
8. Electrical outlets	OK - CLEAN	
9. HVAC Mini Split unit / remote	OK - CLEAN + SERVICED WORKING	
10. Miscellaneous	MIRROR BEHIND DOOR CLEAN DOOR KNOB WORKS	
<b>EAST BEDROOM</b>		
11. Floor (carpet)	PROFESSIONALLY CLEANED	
12. Walls	OK CLEAN / PAINTED	
13. Ceiling	OK CLEAN / NO WEBS	
14. Window & screen	OK - CLEAN IN / OUT SCREEN BOWLED	
15. Blinds	NEW / CLEAN	
16. Closet	OK - CLEAN - NO DOOR TENANTS PREFER NO DOOR	
17. Mirror	OK CLEAN BEHIND DOOR	
18. Electrical outlets	OK CLEAN	
19. HVAC Mini Split unit / remote	CLEAN + SERVICED WORKING	
20. Miscellaneous		

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

SHED	CLEAN OF DEBRIS SOME OUTDOOR TOYS NO PERSONAL BELONGINGS	
YARD	CLEAN NO DEBRIS	
HEATING/AIR CONDITIONING	3 REMOTE PM MINI-SPLIT	
NUMBER OF KEYS	RECEIVED	RETURNED
SMOKE DETECTORS	(BRING 2 BATTERIES) ALL WORKING + CLEAN	
FIRE EXTINGUISHERS	1 - UPDATED + SERVICED	
TRASH CAN(S)	1 - TRASH CAN 1 - RECYCLE BIN	
MISCELLANEOUS		

MOVE-IN COMMENTS	MOVE-OUT COMMENTS
<p><b>MOVE-IN</b></p> <p>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.</p> <p>Tenant 1: <u>[Signature]</u></p> <p>Tenant 2: <u>[Signature]</u></p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: <u>[Signature]</u></p> <p>Date: <u>August 8, 2021</u></p>	<p><b>MOVE-OUT</b></p> <p>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.</p> <p>Tenant 1: _____</p> <p>Tenant 2: _____</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: _____</p> <p>Date: _____</p> <p><b>MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS</b></p> <p>First &amp; Last Name: _____</p> <p>Address: _____</p> <p>City, State, Zip Code: _____</p> <p>Telephone number: _____</p> <p>E-mail: _____</p>

[081018/k]

# Rental Information for Bloomington



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

## TENANTS' AND OWNERS' RIGHTS AND RESPONSIBILITIES Bloomington Housing and Neighborhood Development (HAND)

(812)349-3420

P.O. Box 100

401 N. Morton St.

Bloomington, IN 47402

Main House Unit

Property address: 219 B. 8th St.

Bloomington, IN 47408

Revised August 1 2003

\* 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 \$25 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

### 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.

<u>6/16/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/1/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/1/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/13/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/17/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/14/20</u>	<u>[Signature]</u>
Date	Signature/Owner/Agent

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 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 sanitary.

### Article 4: Light, Ventilation and Space Requirements

\* 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 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 →

## ♦ RENTAL OCCUPANCY PERMITS

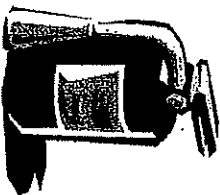
Always review the Rental Occupancy Permit prior to signing a lease. The housing Property Maintenance Code (PMC) of Bloomington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance standards, basic equipment and facilities standards and 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.

The 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 Bloomington 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.

## CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE

- 1) The maximum occupant load for my unit is 5 / JE (Number / Initial)
- 2) I have reviewed the Rental Occupancy Permit for the unit I am renting. JE Initial



Do you know how to use a fire extinguisher?

Fire extinguishers can save lives if used properly.

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

1. 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.

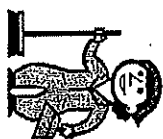
2. MOVE OUT: The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days provided that the tenant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

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



Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.

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, 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. Khaily D/B/A Arch Properties  
Address 15219 Citation Rd., Carmel, IN 46032  
Phone (317) 587-8714

## ♦ 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 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](http://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.

June 20, 2020

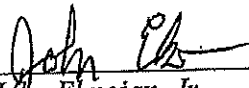
**RECEIPT CONFIRMATION – MAIN HOUSE UNIT**

The undersigned tenants of the Main House unit, 219 East 8<sup>th</sup> 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

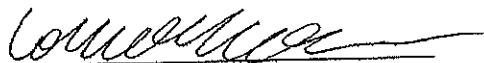
Date: 6/26/2020

  
John Eknoian, Jr.

Date: 7/1/20

  
David Griffin Hinton

Date: 7/13/20

  
Connor Wallace

Date: 7/11/2020

  
Andrew Zimmerman

Date: 7/13/20

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

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 ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
FRONT PORCH		
1. External door	OK. Bent at bottom	
2. Entrance door	OK. Painted	
3. Door bell	OK.	
4. Light fixtures	OK.	
5. Mailbox	OK.	
6. Miscellaneous	Swept.	
ENTRANCE HALL		
1. Floor	OK. Cleaned. Old carpet.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Woodwork	OK. Wear + tear.	
5. Windows	OK. Cleaned.	
6. Screens	N/A	
7. Doors	OK. Painted.	
8. Electrical outlets	N/A. Switches OK.	
9. Light fixtures	OK. 3 bulbs. Cleaned.	
10. Miscellaneous	Vent cleaned. Chipped paint areas repaired.	
HALLWAY		
1. Floor	Cleaned. Old carpet.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Woodwork	OK. Wear + tear marks.	
5. Windows	Cleaned inside. Holes in window sill.	
6. Screens	N/A	
7. Doors	Door to basement refinished. Clack door OK. Scratches + marks around frame.	
8. Electrical outlets	OK	
9. Light fixtures	OK. 2 bulbs.	
10. Miscellaneous		
HALL BATHROOM		
1. Floor	OK. Cleaned.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	

# Arch Properties

15219 Clifton Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

Fax: (317) 587-8715

4. Woodwork	Window frame has holes/marks	
5. Window	Cleaned inside.	
6. Screens (if any)	N/A	
7. Door	OK. Marks at bottom.	
8. Electrical outlets	OK.	
9. Light fixtures	OK. 1 bulb.	
10. Mirror	OK. Cleaned.	
11. Sink	OK. Cleaned.	
12. View of bars/accessories	OK.	
13. Toilet	OK. Cleaned.	
<b>KITCHEN</b>		
1. Floor	OK. Cleaned.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Windows (incl. screens)	OK. Cleaned inside.	
5. Woodwork	OK.	
6. Door to dining room	OK. A few marks. latch OK	
7. Door to mud room	OK. No spots. Wear + tear	
8. Electrical outlets	OK incl. switches.	
9. Light fixtures	OK, all with bulbs.	
10. Refrigerator	OK. Cleaned. New vent cover ordered.	
11. Sink	OK. Cleaned.	
12. Garbage disposal	New garbage disposal.	
13. Cabinets	Top left of sink scratched inside. Right door under *	
14. Range/oven	OK. Cleaned.	
15. Dishwasher	OK. Cleaned.	
16. Washer and dryer	OK. Lots of marks + spots. Cleaned.	
17. Miscellaneous	* sink is scratched. Small marks on left door of cabinet right of dishwasher.	
<b>BACK PORCH / MUD ROOM</b>		
1. Floor	Cleaned.	
2. Walls	Old glue on bricks.	
3. Ceiling	OK.	
4. Woodwork	Wear + tear.	
5. Light fixtures	OK. 1 bulb.	
6. Window	OK. Cleaned inside.	
7. Screens	OK. 1 screen has tiny holes on side.	

# Arch Properties

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

Tel.: (317) 587-8714

Fax: (317) 587-8715

8. Electrical outlets	OK.	
<b>1<sup>ST</sup> FLOOR BEDROOM</b>		
1. Floor (carpet)	Cleaned. Burnt marks on north and east side. Spot near door.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Woodwork	OK. Wear + tear. Marks here and there.	
5. Light fixtures	OK. 2 bulbs.	
6. Sconces	N/A	
7. Windows	All cleared.	
8. Screens	OK. south windows only.	
9. Door to kitchen	Marks/scratches above brass panel and bottom right.	
10. Door to entrance hall	Wear + tear; scratches	
11. Blinds on door	OK. Cleaned.	
12. Blinds	OK. No broken slats.	
13. 2 built-in wooden cabinets	OK. Few scratches.	
14. Mirror (if any)	N/A	
15. Electrical outlets	OK.	
16. Miscellaneous	Vent cleaned and painted.	
<b>LIVING ROOM</b>		
1. Floor (carpet)	Cleaned. Old carpet with stains.	
2. Walls	No spots.	
3. Ceiling	No spots.	
4. Woodwork	OK. Wear + tear. Scratches.	
5. Light fixtures	N/A	
6. Windows	Cleaned. Sills with old holes + scratches.	
7. Screens	OK	
8. Blinds/curtains	OK	
9. Electrical outlets	OK	
10. Fireplace	Condemned. 4 chipped tiles.	
11. Miscellaneous	Rusted vent. Chipped paint repainted.	
<b>STAIRCASE</b>		
1. Floor (wooden floor & carpet)	Cleaned.	
2. Walls	No spots.	
3. Ceiling	No spots.	
4. Wooden ramp	Wear + tear. 2 repaired broken bars.	
5. Light fixtures	OK. 2 bulbs.	



# Arch Properties

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

Fax: (317) 587-8715

6. Electrical outlets	OK, incl. switches	
<b>2<sup>ND</sup> FLOOR HALLWAY</b>		
1. Floor (carpet)	Cleaned.	
2. Walls	OK. No spots.	
3. Ceiling	No spots.	
4. Windows	Cleaned inside only.	
5. Screens	OK. No holes.	
6. Blinds/curtains	N/A	
7. Woodwork	Wear + tear.	
8. Wooden cabinets	OK. Wear + tear	
9. Light fixtures	OK. 2 bulbs.	
10. HVAC system 2 <sup>nd</sup> floor	OK.	
11. Electrical outlets	OK, incl. switches	
<b>BATHROOM</b>		
1. Floor (tiles)	Cleaned dark line across tiles. Few spots.	
2. Walls	OK	
3. Ceiling	OK	
4. Window	Cleaned.	
5. Screen	<del>Old sink.</del> OK.	
6. Sink	Old sink.	
7. Mirror	Cleaned. Clean shelves	
8. Bathtub, faucets, tiles, grout	OK.	
9. Toilet	OK.	
10. Towel bars/accessories	OK.	
11. Light fixtures	OK.	
12. Electrical outlets	OK	
13. Exhaust fan	OK. Cleaned/dusted	
<b>NORTHEAST BEDROOM</b>		
1. Floor	Cleaned. Some burnt marks from hair curlers.	
2. Walls	OK. No spots	
3. Ceiling	OK. No spots	
4. Windows	Cleaned inside only.	
5. Screens	No holes.	
6. Woodwork	OK. Wear + tear.	
7. Light fixtures	OK. Ring bulb.	
8. Blinds	OK. No broken slats.	

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

9. Closet	OK. Cleaned. No spots.	
10. Miscellaneous	Door has scratches and 2 hooks (plastic). 4 shelves, cleaned.	
SOUTHEAST BEDROOM		
1. Floor	Cleaned. Old stains and burnt marks (kitchen area).	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Windows	Cleaned inside only.	
5. Screens	No holes.	
6. Wooden shutters	OK, with hook.	
7. Woodwork	OK. Baseboard chipped.	
8. Shelving	9 wooden, 3 glass	
9. Light fixtures	OK. 2 bulbs	
10. Closet	OK. 1 bulb.	
11. Electrical outlets	OK, incl. switch	
12. Miscellaneous	1 mirror, cleaned. 2 vents, cleaned, painted	
WEST BEDROOM		
1. Floor	Cleaned. Old carpet with old stains + few tears	
2. Walls	OK. No spots	
3. Ceiling	OK. No spots	
4. Windows	Cleaned inside only.	
5. Screens	OK. No holes.	
6. Blinds	OK, no broken slats	
7. Woodwork	OK, wear + tear. Bench has many scratches	
8. Left closet	Shelves, 1 bag, 1 shelf, one mirror, 1 bulb	
9. Right closet	4 hooks, 2 bags, 1 bulb, 1 plastic hook on door	
10. Light fixtures	2 scones - OK with bulbs 1 ceiling - OK with 2 bulbs	
11. Electrical outlets	OK, incl. switches	
12. Mirror (if any)	Left closet mirror, cleaned	
13. Miscellaneous	5 vents cleaned. Old vents repainted.	
SHED		OK
FRONT YARD		Cleaned from all debris
BACKYARD		Cleaned from all debris
HEATING/AIR-CONDITIONING		2nd floor system OK

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archrad@indy.rr.com

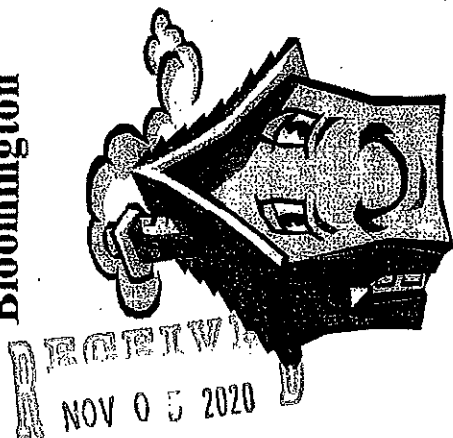
Fax: (317) 587-8715

Countdown Walk-Down Unit	Walk-down system OK	
NUMBER OF KEYS	RECEIVED 5 keys to Main House unit. 1 key to shed.	RETURNED
SMOKE DETECTORS	4 units with working batteries	
CARBON MONOXIDE DETECTORS	OK. Located at top of staircase to basement. In working order.	
FIRE EXTINGUISHERS	2 refilled	
BRUSH CANS	1 large recycle bin 1 large trash bin	
MISCELLANEOUS		

MOVE-IN COMMENTS	MOVE-OUT COMMENTS
<p>All Floors professionally cleaned. Unit cleaned by cleaning contractor. Tenants were not present for move- in inspection despite notice. Review to occur upon arrival. (See below)</p>	
<p><b>MOVE-IN</b></p> <p>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.</p> <p>Tenant 1: <u>Mark McKinley</u></p> <p>Tenant 2: <u>Andrew Zimmerman</u></p> <p>Tenant 3: <u>John E. Knaian</u></p> <p>Tenant 4: <u>Connor Wallace</u></p> <p>Tenant 5: <u>Drew Himm</u> <u>Pavio Griffin</u> <u>Horton</u> or</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: <u>Khaleey</u></p> <p>Date: <u>08/08/2020</u></p> <p>* (Cont'd) - Wood of window sills have been treated. HVAC systems all checked as per contract. Old vents have been repainted. Inspection reviewed on 8/22/20</p>	<p><b>MOVE-OUT</b></p> <p>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.</p> <p>Tenant 1: _____</p> <p>Tenant 2: _____</p> <p>Tenant 3: _____</p> <p>Tenant 4: _____</p> <p>Tenant 5: _____, or</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: _____</p> <p>Date: _____</p> <p><b>MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS</b></p> <p>First &amp; Last Name: _____</p> <p>Address: _____</p> <p>City, State, Zip Code: _____</p> <p>Telephone number: _____</p> <p>E-mail: _____</p>

{081018/ik}

# Rental Information for Bloomington



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

## TENANTS' AND OWNERS' RIGHTS AND RESPONSIBILITIES

### Bloomington Housing and Neighborhood Development (HAND)

(812)349-3420  
P.O. Box 100  
401 N. Morton St.  
Bloomington, IN 47402  
Main House Unit

Property address: 219 E. 8th St.

Bloomington, IN 47408

Revised August 1 2003



\* 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 \$25 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

#### 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.

<u>6/16/2020</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/1/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/11/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/13/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/13/20</u>	<u>[Signature]</u>
Date	Signature/Tenant
<u>7/14/20</u>	<u>[Signature]</u>
Date	Signature/Owner/Agent

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 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 sanitary.

#### Article 4; Light, Ventilation and Space Requirements

\* 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 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 →

## ♦ RENTAL OCCUPANCY PERMITS

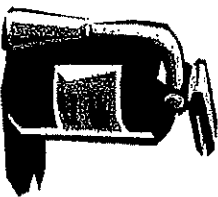
Always review the Rental Occupancy Permit prior to signing a lease. The housing Property Maintenance Code (PMC) of Bloomington exists to protect the public health, safety and welfare in all rental units. The code establishes minimum maintenance standards, basic equipment and facilities standards and 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.

The 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 Bloomington 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.

## CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE

- 1) The maximum occupant load for my unit is 5 / JE. (Number / Initial)
- 2) I have reviewed the Rental Occupancy Permit for the unit I am renting. JE Initial



**Do you know how to use a fire extinguisher?**

**Fire extinguishers can save lives if used properly.**

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

1. **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.

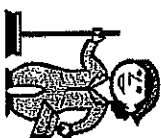
2. **MOVE OUT:** The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days provided that the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

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



**Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.**

**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, 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. Kraljic D/B/A Arch Properties  
Address 15219 Citation Rd., Carmel, IN 46032  
Phone (317) 587-8714

## ♦ 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 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](http://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.

June 20, 2020

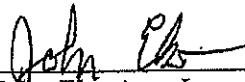
**RECEIPT CONFIRMATION – MAIN HOUSE UNIT**

The undersigned tenants of the Main House unit, 219 East 8<sup>th</sup> 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

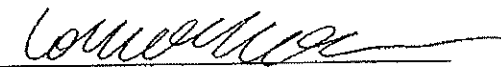
Date: 6/26/2020

  
\_\_\_\_\_  
John Eknoian, Jr.

Date: 7/1/20

  
\_\_\_\_\_  
David Griffin Hinton

Date: 7/13/20

  
\_\_\_\_\_  
Connor Wallace

Date: 7/11/2020

  
\_\_\_\_\_  
Andrew Zimmerman

Date: 7/13/20

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

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 ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
FRONT PORCH		
1. External door	OK. Bent at bottom	
2. Entrance door	OK. Painted	
3. Door bell	OK.	
4. Light fixtures	OK.	
5. Mailbox	OK.	
6. Miscellaneous	Swept.	
ENTRANCE HALL		
1. Floor	OK. Cleaned. Old carpet.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Woodwork	OK. Wear + tear.	
5. Windows	OK. Cleaned.	
6. Screens	N/A	
7. Doors	OK. Painted.	
8. Electrical outlets	N/A. Switches OK.	
9. Light fixtures	OK. 3 bulbs. Cleaned.	
10. Miscellaneous	Vent cleaned. Chipped paint areas repainted.	
HALLWAY		
1. Floor	Cleaned. Old carpet.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Woodwork	OK. Wear + tear marks.	
5. Windows	Cleaned inside. Holes in window sill.	
6. Screens	N/A	
7. Doors	Door to basement refinished. Closet door OK. Scratches + marks around frame.	
8. Electrical outlets	OK	
9. Light fixtures	OK. 2 bulbs.	
10. Miscellaneous		
HALF BATHROOM		
1. Floor	OK. Cleaned.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	

# Arch Properties

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

Tel.: (317) 587-8714

Fax: (317) 587-8715

4. Woodwork	Window frame has holes/marks	
5. Window	Cleaned inside.	
6. Screens (if any)	N/A	
7. Door	OK. Marks at bottom.	
8. Electrical outlets	OK.	
9. Light fixtures	OK. Bulb.	
10. Mirror	OK. Cleaned.	
11. Sink	OK. Cleaned.	
12. Towel bars/accessories	OK.	
13. Toilet	OK. Cleaned.	
<b>KITCHEN</b>		
1. Floor	OK. Cleaned.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Windows (incl. screens)	OK. Cleaned inside.	
5. Woodwork	OK.	
6. Door to dining room	OK. A few marks. latch OK	
7. Door to mud room	OK. No spots. Wear + tear	
8. Electrical outlets	OK incl. switches.	
9. Light fixtures	OK, all with bulbs.	
10. Refrigerator	OK. Cleaned. New vent cover ordered.	
11. Sink	OK. Cleaned.	
12. Garbage disposal	New garbage disposal.	
13. Cabinets	Top left of sink scratched inside. Right door under *	
14. Range/oven	OK. Cleaned.	
15. Dishwasher	OK. Cleaned.	
16. Washer and dryer	OK. Lots of marks + spots. Cleaned.	
17. Miscellaneous	* sink is scratched. Small marks on left door of cabinet right of dishwasher.	
<b>BACK PORCH (MUD ROOM)</b>		
1. Floor	Cleaned.	
2. Walls	Old glue on bricks.	
3. Ceiling	OK.	
4. Woodwork	Wear + tear.	
5. Light fixtures	OK. 1 bulb.	
6. Windows	OK. Cleaned inside.	
7. Screens	OK. 1 screen has tiny holes on side.	



# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

8. Electrical outlets	OK.	
<b>1ST FLOOR BEDROOM</b>		
1. Floor (carpet)	Cleaned. Burnt marks on north and east side. Spot near door.	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Woodwork	OK. Wear + tear. Marks here and there.	
5. Light fixtures	OK. 2 bulbs.	
6. Screens	N/A	
7. Windows	All cleaned.	
8. Screens	OK. south windows only.	
9. Door to kitchen	Marks/scratches above brass panel and bottom right.	
10. Door to entrance hall	Wear + tear; scratches	
11. Blinds on door	OK. Cleaned.	
12. Blinds	OK. No broken slats.	
13. 2 built-in wooden cabinets	OK. Few scratches.	
14. Mirror (if any)	N/A	
15. Electrical outlets	OK.	
16. Miscellaneous	Vent cleaned and painted	
<b>LIVING ROOM</b>		
1. Floor (carpet)	Cleaned. Old carpet with stains.	
2. Walls	No spots.	
3. Ceiling	No spots.	
4. Woodwork	OK. Wear + tear. Scratches.	
5. Light fixtures	N/A	
6. Windows	Cleaned. Sills with old holes + scratches.	
7. Screens	OK	
8. Blinds/curtains	OK	
9. Electrical outlets	OK	
10. Fireplace	Condemned. 4 chipped tiles.	
11. Miscellaneous	Dust on vent. Chipped paint repaired.	
<b>STAIRCASE</b>		
1. Floor (wooden floor & carpet)	Cleaned.	
2. Walls	No spots.	
3. Ceiling	No spots.	
4. Wooden ramp	Wear + tear. 2 repaired broken bars.	
5. Light fixtures	OK. 2 bulbs.	

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

6. Electrical outlets	OK, incl. switches	
<b>2<sup>ND</sup> FLOOR HALLWAY</b>		
1. Floor (carpet)	Cleaned.	
2. Walls	OK. No spots.	
3. Ceiling	No spots.	
4. Windows	Cleaned inside only.	
5. Screens	OK. No holes.	
6. Blinds/curtains	N/A	
7. Woodwork	Wear + tear.	
8. Wooden cabinets	OK. Wear + tear	
9. Light fixtures	OK. 2 bulbs.	
10. HVAC system 2 <sup>ND</sup> floor	OK.	
11. Electrical outlets	OK, incl. switches	
<b>BATHROOM</b>		
1. Floor (tiles)	Cleaned, dark line across tiles. Few spots.	
2. Walls	OK	
3. Ceiling	OK	
4. Window	Cleaned.	
5. Screen	<del>Old sink.</del> OK.	
6. Sink	Old sink.	
7. Mirror	Cleaned. Clean shelves	
8. Bathroom faucets, tiles, grout	OK.	
9. Toilet	OK.	
10. Towel bars/accessories	OK.	
11. Light fixtures	OK	
12. Electrical outlets	OK	
13. Exhaust fan	OK. Cleaned/dusted	
<b>NORTHEAST BEDROOM</b>		
1. Floor	Cleaned. Some burnt marks from hair curlers.	
2. Walls	OK. No spots	
3. Ceiling	OK. No spots	
4. Windows	Cleaned inside only.	
5. Screens	No holes.	
6. Woodwork	OK. Wear + tear.	
7. Light fixtures	OK. Ring bulb.	
8. Blinds	OK. No broken slats.	

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

9. Closet	OK. Cleaned. No spots.	
10. Miscellaneous	Door has scratches and 2 hooks (plastic). 4 shelves, cleaned.	
SOUTHEAST BEDROOM		
1. Floor	Cleaned. Old stains and burnt marks (kitchen colors)	
2. Walls	OK. No spots.	
3. Ceiling	OK. No spots.	
4. Windows	Cleaned inside only.	
5. Screens	No holes.	
6. Wooden shutters	OK, with holes.	
7. Woodwork	OK. Baseboard chipped.	
8. Shelving	9 wooden, 3 glass	
9. Light fixtures	OK. 2 bulbs	
10. Closet	OK. 1 bulb.	
11. Electrical outlets	OK, incl. switch	
12. Miscellaneous	1 mirror, cleaned. 2 vents, cleaned, painted	
WEST BEDROOM		
1. Floor	Cleaned. Old carpet with old stains + few tears	
2. Walls	OK. No spots	
3. Ceiling	OK. No spots	
4. Windows	Cleaned inside only.	
5. Screens	OK. No holes.	
6. Blinds	OK, no broken slats	
7. Woodwork	OK, wear + tear. Bench has many scratches	
8. Left closet	Chairs, 1 day, 1 shelf, one mirror, 1 bulb	
9. Right closet	4 hooks, 2 bars, 1 bulb.	
10. Light fixtures	1 plastic hook on door	
11. Electrical outlets	2 sconces — OK with bulbs	
12. Mirror (if any)	1 ceiling — OK with 2 bulbs	
13. Miscellaneous	OK, incl. switches	
	Left closet mirror, cleaned	
	5 vents cleaned. Old vents repainted.	
SHED		OK
FRONT YARD		Cleaned from all debris
BACKYARD		Cleaned from all debris
HEATING/AIR CONDITIONING		2nd floor system OK

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

Fax: (317) 587-8715

Walk-down system OK	
RECEIVED	RETURNED
5 keys to Main House unit. 1 key to shed.	
4 units with working batteries	
OK. Located at top of staircase to basement. In working order.	
2 refilled	
1 large recycle bin 1 large trash bin	

<p><b>MOVE-IN COMMENTS</b></p> <p>All floors professionally cleaned. Unit cleaned by cleaning contractor. Tenants were not present for move- in inspection despite notice. Review to occur upon arrival. (See below)</p>		<p><b>MOVE-OUT COMMENTS</b></p>	
<p><b>MOVE-IN</b></p> <p>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.</p> <p>Tenant 1: <u>Mark Wain</u></p> <p>Tenant 2: <u>Andrew Zimmerman</u></p> <p>Tenant 3: <u>John Eknoian</u></p> <p>Tenant 4: <u>Connor Wallace</u></p> <p>Tenant 5: <u>Paul Hahn</u> <u>Paul Griffin Hinton</u> or</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: <u>IKH</u></p> <p>Date: <u>08/08/2020</u></p>		<p><b>MOVE-OUT</b></p> <p>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.</p> <p>Tenant 1: _____</p> <p>Tenant 2: _____</p> <p>Tenant 3: _____</p> <p>Tenant 4: _____</p> <p>Tenant 5: _____, or</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: _____</p> <p>Date: _____</p>	
<p>* (Cont'd) - Wood of window sills have been treated. HVAC systems all checked as per contract. Old vents have been repainted. Inspection reviewed on 8/22/20</p>		<p><b>MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS</b></p> <p>First &amp; Last Name: _____</p> <p>Address: _____</p> <p>City, State, Zip Code: _____</p> <p>Telephone number: _____</p> <p>E-mail: _____</p>	

[081018/ik]

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 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 sanitary.

**Article 4; Light, Ventilation and Space Requirements**

- \* 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 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.

**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.

7-13-2000 Alex [Signature]

Date \_\_\_\_\_ Signature/Tenant \_\_\_\_\_  
Date \_\_\_\_\_ Signature/Tenant \_\_\_\_\_  
Date \_\_\_\_\_ Signature/Tenant \_\_\_\_\_

Date 7/14/20 Signature/Tenant [Signature]  
Date \_\_\_\_\_ Signature/Owner/Tenant \_\_\_\_\_

**Rental Information for  
Bloomington**



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

Walk-Bowen Unit

Property address: 219 E. 8th St.

Bloomington, IN 47408

Revised January 31, 2006



## ♦ 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, 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.

The Rental Occupancy Permit will tell you:

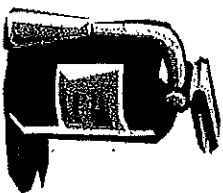
- ⇒ The number of legal bedrooms.
- ⇒ The legal number of tenants allowed to occupy the unit.
- ⇒ Variance information. Some properties in Bloomington have been granted variance from the code. Many of these variances have conditions that must be met in order for the variance to be valid.
- ⇒ The date the property was last inspected and the date the permit expires.

## CHECK THE FOLLOWING WHEN YOU SIGN YOUR LEASE

### 1) The maximum occupant load for my unit is

2 / AB (Number / PERMIT)

2) I have reviewed the Rental Occupancy Permit for the unit I am renting. AB PERMIT



Do you know how to use a fire extinguisher?

Fire extinguishers can save lives if used properly.

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

1. **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.

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 *provided that the tenant provide the landlord a written forwarding address.*

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



Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.

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 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 information is to be kept current.

### Owner/manager contact information:

Name Ibrahim & Lucy Khairy

Address 15219 Citation Rd., Carmel, IN 46032

Phone (317) 587-8714

## ♦ 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 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](http://www.city.bloomington.in.us).

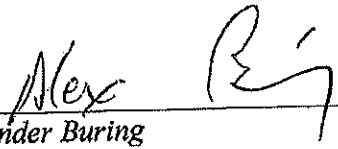
Note: The code prohibits retaliatory eviction or the threat of such action for requesting an inspection as provided for in this code.

June 20, 2020

**RECEIPT CONFIRMATION – WALK-DOWN UNIT**

The undersigned tenant of the Walk-Down unit, 219 East 8<sup>th</sup> 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

  
\_\_\_\_\_  
Alexander Buring

Date: 7-13-2020

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

## MOVE-IN/MOVE-OUT REPORT—"WALK-DOWN" 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 ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
EXTERNAL STAIRWAY		
1. External light fixtures	Clean + functioning	
2. Entrance door + frame	Wiped down + clean	
3. Blinds	Window panes clean in + out	
4. Mailbox (front porch)	New + just installed	
5. Stairway general condition	Functioning	
6. Miscellaneous	OK clean	
	Swept + clean - cracks in concrete wall	
	Exterior stairwell windows clean	
ENTRANCE HALL		
1. Floor (Tile)	Wiped + mopped	
2. Walls	Clean all tile intact	
3. Ceiling	no broken tile	
4. Woodwork & shelving	CLEAN + NO SPOTS - CONCRETE WALL UNBVEN	
5. Electrical outlets	CLEAN - NO WRBS	
6. Light fixtures	CLEAN - PAINTED - WIPED OUT	
7. Fuses cupboard	GOOD CLEAN WORKING	
8. Storage below inside staircase	CLEAN + WORKING	
9. Miscellaneous - BLINDS	CLEANED OUT PAINTED	
DOWN INTERIOR OF DOOR	CLEAN - NO HOLE	
	- WINDOW PANES OF DOOR CLEAN - BLINDS NEW + WORKING	
WALK-IN CLOSET		
1. Floor	CARPET - CLEANED PROFESSIONALLY	
2. Walls	CLEAN + PAINTED	
3. Ceiling	+ NO WRBS	
4. Windows	CLEAN - SOME SAGGING	
5. Electrical outlets	NO HOLES - SEAMS WERE	
6. Light fixture	CLEAN INSIDE - OUTSIDE	
7. Shelving	OK - CLEAN + FUNCTIONING	
8. Miscellaneous	OK - BULB, FUNCTIONAL	
	ALL CLEAN + WIPED DOWN	
	A FEW DULLS IN CARPET	
	TWO WHITE MARKS ON WALL	
SLEEPING AREA		
1. Floor	CARPET PROFESSIONALLY CLEANED	
2. Walls	ALL CLEAN - WIPED DOWN OR PAINTED	
3. Ceiling	CLEAN FREE OF WRBS	
4. Door to furnace	SAGGING IN PARTS - PAINT WORKING - NO FIRE MARK	
5. Electrical outlets	CLEAN - LIGHTS IN FURNACE	
6. Light fixtures	ARE FUNCTIONAL	
	ALL CLEAN + FUNCTIONAL	
	ALL CLEAN - W/ BULBS + FUNCTIONAL	

FURNACE ROOM - SWEEP OUT + IN ORDER



# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archrad@indy.rr.com

Fax: (317) 587-8715

7. Miscellaneous	NAILS IN SOUTH WALL BUT NO OTHER NAIL HEADS	
<b>KITCHEN</b>		
1. Floor	OLD - ROCK MARKS - CLEAN CLEAN	
2. Walls	ALL CLEAN WIPED DOWN PAINTED OR - CLEAN + NO WEBS	
3. Ceiling		
4. Windows & curtains	ALL CLEAN INSIDE + OUT / CURTAINS WASHED	
5. Electrical outlets	ALL CLEAN / TIGHT + FUNCTIONING	
6. Light fixtures	ALL IN WORKING ORDER W/ BULBS	
7. Refrigerator	ALL CLEAN IN / OUT SCRAPE ON SIDE OF FRONT DOOR	
8. Sink	CLEAN FUNCTIONAL SPRAYED NEW FUNCTIONAL	
9. Garbage disposal	ALL CLEAN + FUNCTIONAL	
10. Cabinets		
11. Countertop/bar	CLEAN NICKS ON TOP SIDE	
12. Range/oven/hood	ALL NEW CLEAN	
13. Dishwasher	CLEAN + FUNCTIONAL	
14. Miscellaneous	Center between fridge + stove not tilting knife entirely visible	
<b>LIVING ROOM</b>		
1. Floor (carpet)	VINYL WOOD - CLEAN SOME SLATS A BIT UN- GLUED	
2. Walls	- ALL CLEAN, NO HALL WIPED DOWN OR PAINTED	
3. Ceiling	CLEAN - SOME SEAMS VISIBLE	
4. Light fixtures	ALL CLEAN + BULBS WORKING	
5. NB window plastic cover	CLEANED	
6. Windows & curtains	ALL WASHED + CLEAN WINDOWS CLEANED INSIDE + OUT	
7. Electrical outlets	ALL FINE TIGHT + WORKING WIPED DOWN	
8. Miscellaneous		
<b>INSIDE STAIRCASE</b>		
1. Floor (wooden floor)	CLEAN + WIPED DOWN	
2. Walls	CLEAN / NO WEBS / WIPED DOWN	
3. Ceiling	GOOD / CLEAN	
4. Wooden ramp	WIPED DOWN / MOPPED	
5. Light fixtures	NEW BULB CLEAN + FUNCTIONING	
6. Electrical outlets	MA	
7. Door to Main House unit	REPAIRED + NEWLY VARNISHED ALL LOCKS WORKING / WEBS WORKING	
8. Miscellaneous	CO2 DETECTOR WORKING CARBON MONOXIDE	
<b>BATHROOM</b>		
1. Floor	CLEAN + NO BROKEN TILES	

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrac@indy.rr.com

Fax: (317) 587-8715

2. Walls	CLEAN + NO HOLE CLEAN	
3. Ceiling	CLEAN - CRACKLE LOOK	
4. Sink	CLEAN	
5. Mirror		
6. Shower, faucets, tiles, grout	ALL CLEAN/NEW GROUT - WORKING	
7. Toilet	ALL CLEAN/TWORKING	
8. Towel bars/accessories	IN TACT - CLEAN A BIT LOOSE BUT NOT SAGGING	
9. Light fixtures	CLEAN/FUNCTIONING	
10. Electrical outlets	NEW/CLEAN/WORKING	
11. Exhaust fan	ALL CLEAN NOTHING BROKEN W/ HANDLES	
12. Cabinets		
13. Miscellaneous		
SHED	CLEANED OUT EXCEPT FOR SOME GARDEN TOOLS	
FRONT YARD	CLEAN DEBRIS FREE	
BACKYARD	CLEAN DEBRIS FREE	
HEATING/AIR CONDITIONING	ALL FUNCTIONING RECENT SERVICE	
NUMBER OF KEYS	RECEIVED 2	RETURNED
SMOKE DETECTORS	ALL INSTALLED + FUNCTIONING 1/2 1 CARBON MONOXIDE DETECTOR + 1 PROPOSED	
CARBON MONOXIDE DETECTOR	2 - TOP OF 1 UNBL STAIR CASE + 1 IN SLEEPING AREA	
FIRE EXTINGUISHERS	1 UP DATED + WORKING	
TRASH CANS	1 TRASH CAN 1 RECYCLING	
MISCELLANEOUS		

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

Fax: (317) 587-8715

MOVE-IN COMMENTS	MOVE-OUT COMMENTS
<p><del>PROPERTY INSPECTION FOR</del> <del>ARCH PROPERTIES REPRESENTATIVE</del> <del>DATE: AUGUST 8, 2020</del> <del>BY: [Signature]</del></p> <p>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.</p> <p>Tenant 1: <u>One Person</u></p> <p>Tenant 2: _____</p> <p>Tenants' Representative: _____</p> <p>Date: <u>August 8, 2020</u></p> <p>Arch Properties Representative: <u>[Signature]</u></p> <p>Date: <u>August 8, 2020</u></p>	<p>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.</p> <p>Tenant 1: _____</p> <p>Tenant 2: _____</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: _____</p> <p>Date: _____</p>
	<p><b>MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS</b></p> <p>First &amp; Last Name: _____</p> <p>Address: _____</p> <p>City, State, Zip Code: _____</p> <p>Telephone number: _____</p> <p>E-mail: _____</p>

[081018/k]

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 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 sanitary.

76

**Article 4; Light, Ventilation and Space Requirements**

- \* 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.

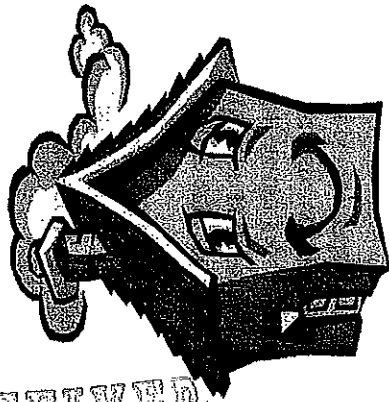
**Article 6; Mechanical and Electrical Requirements**

- \* Sets the minimum requirement for heating and 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 →

# Rental Information for Bloomington

RECEIVED  
NOV 05 2020



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

## TENANTS' AND OWNERS' RIGHTS AND

## RESPONSIBILITIES

Bloomington Housing and  
Neighborhood Development  
(HAND)

(812)349-3420

P.O. Box 100

401 N. Morton St.

**Bloomington, IN 47402**  
Carriage House Unit

Property address: 219 1/2 E. 8th St.

Bloomington, IN 47408

Revised August, 1 2003



BY: .....

\* 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 \$25 for grass or weeds over 8 inches in height. Take care of the property you live in and avoid tickets.

### 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.

6/30/20 Scott Melh  
Date Signature/Tenant

7/10/20 Walter Doria  
Date Signature/Tenant

\_\_\_\_\_  
Date Signature/Tenant

\_\_\_\_\_  
Date Signature/Tenant

\_\_\_\_\_  
Date Signature/Tenant

7/14/20 K. Kray  
Date Signature/Owner Agent

## ♦ 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, 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.

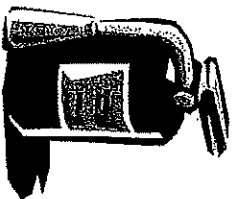
The Rental Occupancy Permit will tell you:

- ⇒ *The number of legal bedrooms.*
- ⇒ *The legal number of tenants allowed to occupy the unit.*
- ⇒ *Variance information. Some properties in Bloomington 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.*

## CHECK THE FOLLOWING WHEN YOU

### SIGN YOUR LEASE

- 1) The maximum occupant load for my unit is  
2. / GA MD (Number / Initial)
- 2) I have reviewed the Rental Occupancy Permit for the unit I am renting. GA MD  
Initial



**Do you know how to use a fire extinguisher?**

**Fire extinguishers can save lives if used properly.**

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

1. **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.

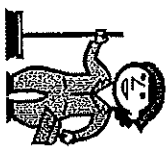
2. **MOVE OUT:** The owner shall contact the tenant and arrange a joint inspection at the end of the tenancy and prior to a new occupant. Any damages to the unit shall be noted on the list and signed. Any portion of the damage deposit due the tenant is to be refunded within 45 days provided that the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

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



**Check your smoke detector once a month. Let your landlord know right away if there is a problem with it.**

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, 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. Khalil D/B/A Arch Properties  
Address 15219 Citation Rd., Carmel, IN 46032  
Phone (317) 587-8714

## ♦ 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 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](http://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.

*Arch Properties*

15219 Citation Road • Carmel, Indiana 46032

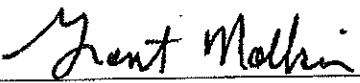
---

June 20, 2020

**RECEIPT CONFIRMATION – CARRIAGE HOUSE UNIT**

The undersigned tenants of the Carriage House unit, 219 ½ East 8<sup>th</sup> 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

  
\_\_\_\_\_  
Grant Malkin

Date: 6/30/20

  
\_\_\_\_\_  
Mason Dropkin

Date: 7/2/20

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archrad@indy.rr.com

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."

ROOM OR ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITIONS
FRONT PORCH		
1. Porch/patio	PROFESSIONALLY POWER WASHED + SWEPT FREE OF LEAVES + DEBRIS WORKING + FREE OF WEBS CLEAN CLEAN + WORKING - SCUFF MARKS ONLY IN TRAIL SCREEN DOOR CLEAN IN/ OUT INCLUDING WINDOWS SCREEN WORKING	
2. External light fixture		
3. Entrance door		
4. Miscellaneous		
KITCHEN		
1. Floor	CLEAN / SOME POLY MARKS + GOUGES ALL CLEAN / PAINTED CLEAN ON TOP OF PANTRY WORKING ALL CLEAN + WORKING CLEANED INSIDE + OUTSIDE / BLINDS CLEANED CLEAN + WORKING ALL CLEAN w/ BUGS + WORKING CLEAN w/ INT 2 VEGGIE DRAWERS ALL DABS IN TRAIL GOOD WORKING OVEN CLEAN ALL CLEAN + WORKING NICKS SCRAPEST COVERED BUT FILE ALL CLEAN + WORKING ALL CLEAN + WORKING NEW DRIP PAN	
2. Walls		
3. Ceiling & fan		
4. Windows & screens / BLINDS		
5. Electrical outlets		
6. Light fixtures		
7. Refrigerator - 1 CABIN IN FREEZER / 2 CABIN IN REFRIGERATOR		
8. Sink		
9. Garbage disposal		
10. Cabinets		
11. Countertop / bar		
12. Range / stove / oven / hood		
13. Dishwasher		
14. Miscellaneous		
LIVING ROOM		
1. Floor (carpet)	VINYL WOOD FEELING SHINY AND B. INSIDE OF PANTRY DOOR CLEAN / PAINTED CLEAN NO WEBS ALL CLEAN WIPED DOWN N/A ALL CLEAN w/ INT GLASS FREE BUT CLEAN ALL CLEAN + WORKING ALL CLEAN + WORKING CLEAN + WORKING	
2. Walls		
3. Ceiling		
4. Woodwork		
5. Light fixtures		
6. Windows & screens		
7. Blinds / curtains		
8. Electrical outlets, phone jacks		
9. HVAC Mini Split unit / remote		
10. Miscellaneous		
BATHROOM		
1. Floor	CLEAN	

# Arch Properties

15219 Citation Road • Carmel, Indiana 46032-5003

Tel.: (317) 587-8714

archtrad@indy.rr.com

Fax: (317) 587-8715

2. Walls	CLEAN/PAINTED -- 1 INCH TO RIGHT OF SINK 1 INCH TO LEFT OF DOOR	
3. Ceiling	OK CLEAN	
4. Window	OK CLEAN + PROTECTED BY SHOWER CURTAIN	
5. Sink	OK CLEAN FAUCET CLEAN SINK CABINET CLEAN	
6. Mirror	OK CLEAN - MIRROR PART WEARING AT EDGES	
7. Bathtub, faucets, tiles, grout	CLEAN FAUCET + SHOWER WORKING	
8. Toilet	OK - CLEAN + WORKING	
9. Towel bars/accessories	OK - CLEAN	
10. Light fixtures	OK CLEAN + WORKING WITH BULBS	
11. Electrical outlets	OK CLEAN + WORKING	
12. Exhaust fan/HEAT LIGHT	OK CLEAN + WORKING	
13. Cabinets	ABOVE TOILET OLD BUT CLEAN + WORKING	
14. Miscellaneous	MISSING TILE AROUND DOOR RIGHT OF SINK	
<b>WEST BEDROOM</b>		
1. Floor (carpet)	PROFESSIONALLY CLEANED	
2. Walls	OK - CLEAN / PAINTED NO HOLDS	
3. Ceiling	OK - CLEAN NO WEARS	
4. Window & screen	OK CLEAN IN/OUT -	
5. Blinds	UPPER RIGHT CROOKED BUT CLEAN + WORKING	
6. Closet	OK - NO DOOR - TENANTS PREFER NO DOOR	
7. Mirror	OK CLEAN + HANG	
8. Electrical outlets	OK - CLEAN	
9. HVAC Mini Split unit/remote	OK - CLEAN + SERVICED WORKING	
10. Miscellaneous	MIRROR BEHIND DOOR CLEAN DOOR KNOB WORKS	
<b>EAST BEDROOM</b>		
11. Floor (carpet)	PROFESSIONALLY CLEANED	
12. Walls	OK CLEAN / PAINTED	
13. Ceiling	OK CLEAN / NO WEARS	
14. Window & screen	OK - CLEAN IN/OUT CLEAN, POWERO NEW / CLEAN	
15. Blinds	OK - CLEAN - NO DOOR TENANTS PREFER NO DOOR	
16. Closet	OK CLEAN BEHIND DOOR	
17. Mirror	OK CLEAN	
18. Electrical outlets	CLEAN + SERVICED WORKING	
19. HVAC Mini Split unit/remote		
20. Miscellaneous		



# Arch Properties

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

Tel.: (317) 587-8714

Fax: (317) 587-8715

SHED	CLEAN OF DEBRIS SOME OUTDOOR TOYS NE PARTIAL BELOW GROUND	
YARD	CLEAN NO DEBRIS	
HEATING/AIR CONDITIONING	3 REMOTE FM MINI-SPLIT	
NUMBER OF KEYS	RECEIVED	RETURNED
SMOKE DETECTORS	(BEING 2 MAINTENED) ALL WORKING + CLEAN	
FIRE EXTINGUISHERS	1 - UPDATED + SERVICED	
TRASH CAN(S)	1 - TRASH CAN 1 - RECYCLE BIN	
MISCELLANEOUS		

MOVE-IN COMMENTS	MOVE-OUT COMMENTS
<p><b>MOVE-IN</b></p> <p>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.</p> <p>Tenant 1: _____</p> <p>Tenant 2: _____</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: _____</p> <p>Date: August 8, 2021</p>	<p><b>MOVE-OUT</b></p> <p>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.</p> <p>Tenant 1: _____</p> <p>Tenant 2: _____</p> <p>Tenants' Representative: _____</p> <p>Date: _____</p> <p>Arch Properties Representative: _____</p> <p>Date: _____</p>
	<p><b>MOVE-OUT TENANTS' REPRESENTATIVE'S FORWARDING ADDRESS</b></p> <p>First &amp; Last Name: _____</p> <p>Address: _____</p> <p>City, State, Zip Code: _____</p> <p>Telephone number: _____</p> <p>E-mail: _____</p>

[081018/RK]



**City of Bloomington  
Housing and Neighborhood Development**

**BILLING STATEMENT**

**DATE:** OCT 29 2020

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

**COPY**

**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

**Reinspection Fee:** \$0.00

**No Show Fee:** \$0.00

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

**Failure to Timely Provide Inventory & Damage List:** \$75.00

**Fines:** \$0.00

**TOTAL AMOUNT DUE:** \$388.00

**DUE BY:** NOV 28 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 three-year 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.



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



**Application For Appeal  
To The  
Board of Housing Quality Appeals**  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

**RECEIVED**  
NOV 16 2020

BY: .....

**Property Address:** 2803 N Browncliff Lane

**Petitioner's Name:** Choice Realty & Management

**Address:** 1715 S Walnut St

**City:** Bloomington

**State:** Indiana



**Zip Code:** 47401

**Phone Number:** 8123317353

**E-mail Address:** dena@callchoicerealty.com

**Owner's Name:** Jennifer Laherty Simms

**Address:** 1516 S Nancy St

**City:** Bloomington

**State:** Indiana



**Zip Code:** 47408

**Phone Number:** 8123609530

**E-mail Address:** 29simms@gmail.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.
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)



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 agenda!

(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): Chris Reedy & Margaret

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**  
**CYCLE INSPECTION REPORT**

11151

**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)

**Kitchen/Dining Room 15-11 x 7-11 + 7-5 x 6-6:**

No violations noted.

**Garage:**

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

---

City Hall  
Email: [hand@bloomington.in.gov](mailto: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

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 11-1: 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 x 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)

W Attic:

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



**Application For Appeal  
To The  
Board of Housing Quality Appeals**

**P.O. Box 100  
Bloomington, IN 47402  
812-349-3420**

**hand@bloomington.in.gov**

**RECEIVED**  
**NOV 20 2020**

BY: POCERHVA.....

**Property Address:** 2416 S Milton Drive

**Petitioner's Name:** Choice Realty & Management

**Address:** 1715 S Walnut St.

**City:** Bloomington

**State:** Indiana



**Zip Code:** 47401

**Phone Number:** 8123317353

**E-mail Address:** dena@calchoicerealty.com

**Owner's Name:** Spicer Rentals

**Address:** 1155 S College Mall Rd Suite C

**City:** Bloomington

**State:** Indiana



**Zip Code:** 47401

**Phone Number:** 812-327-3112

**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)



**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 month's agenda!

(Will be assigned by BHQA)

**Petition Number:** 20-TV-77

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.

Window pane is not in yet as well on order of  
 City Glass.

Signature (Required):

*Choice Realty & Management - Allen Allen*

Name (Print): Choice Realty & 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.

Print Form



**City Of Bloomington**  
**Housing and Neighborhood Development**  
**RENTAL INSPECTION INFORMATION**

**SEP 23 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 22 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](http://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](mailto: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**

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(B)Grounding & 2009 IEC Article 406.3 (D)Replacements

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

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 ppm  
Maximum concentration for flue products: 50ppm BMC 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.**