

HAND enforces Title 6 of the Bloomington Municipal Code: *Health and Sanitation*.

Violation of Title 6 laws can result in:

- A ticket of up to \$150 for improper storage or disposal of trash, or for scattered trash.
- A ticket of up to \$150 for grass or weeds over 8 inches in height and/or presence of noxious plants (e.g. poison ivy).
- A ticket of up to \$150 for failure to clear sidewalks of snow and ice within 24 hours of accumulation.

To avoid a ticket, follow these rules:

TRASH & RECYCLING

The Bloomington Sanitation department picks up trash and recycling only from single-family homes and multi-family buildings with four or fewer units.

If your trash carts look like this, these rules apply to you. Failure to follow these rules may result in non-pickup



- You have two carts: The gray lidded cart is for trash only. The yellow lidded cart is for recycling only.
- Trash and recycling are collected weekly. Pricing depends upon the size of your trash cart; recycling is free. Sanitation costs are added to your water utility bill.
- Set your cart near the street by 5:00 a.m. on your designated pickup day.
- Point the front of the cart toward the street.
- Carts must be set 4 feet apart from each other and any other object, and 10 feet away from any vehicle.
- All solid waste must be INSIDE the container.
- Lids must be **closed completely**.
- All trash must be in closed bags.
- Do NOT place recycling in plastic bags.
- LARGE ITEMS & APPLIANCES will be picked up **by appointment only**, 812- 349-3443, or online.

You are responsible for disposing of ANY scattered trash on your property no matter how it got there.

SCAN FOR MORE SANITATION INFO



- Find your trash collection day,
- Get a complete list of recyclable and non-recyclable items,
- Schedule a large item pick up
- **Find answers to ALL of your sanitation questions.**

GRASS & WEEDS

Are you responsible for the maintenance of your yard, or does your landlord take care of it? **Check your lease.** If you are the responsible party, you must ensure that grass and weeds do not exceed 8" in height, and that your yard is free of noxious plants.

SNOW & ICE

Are you responsible for clearing the sidewalk after it snows, or does your landlord take care of it? **Check your lease.** If you are the responsible party, you must ensure that any public sidewalk next to your rental property is clear of snow and/or ice within 24 hours following the accumulation of snow or ice.

NOISE VIOLATIONS



The City of Bloomington noise ordinance is enforced 24/7. If noise from your home can be heard inside your neighbor's home or in the street, it's considered TOO LOUD.

Violations may result in a warning, a fine, or even charges of disorderly conduct. Repeat offenses can incur fines as high as \$500. To report a noise violation call 812-339-4477.

PETS

Does your landlord allow pets? **Check your lease.**

- Before adopting a pet be sure that you'll be able to give your pet the time and attention it deserves.
- Keep your pet leashed when outside. 
- Always pick up and properly dispose of animal waste. Follow rental property rules in areas authorized for pets.



ESSENTIAL INFORMATION FOR RENTERS

HAND is here to help.

Questions?
Concerns about your rental unit?

HAND@bloomington.in.gov
bloomington.in.gov/departments/hand
facebook.com/HANDBloomington

812-349-3420

401 N. Morton St.
Bloomington, IN 47404

A HELPING HAND

The Bloomington Department of Housing and Neighborhood Development (HAND) is charged with enforcing Title 16 of the Bloomington Municipal Code: *Residential Rental Unit and Lodging Establishment Inspection Program*.

The HAND Rental Inspection Program:

- establishes minimum maintenance standards,
- establishes basic equipment and facilities standards,
- aims to ensure safe 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.

Visit this website for complete municipal code (laws): https://library.municode.com/in/bloomington/codes/code_of_ordinances.

PROBLEMS WITH YOUR RENTAL UNIT

If you experience an issue with the physical structure of your rental unit, report the problem to your landlord/property manager in writing. Agree upon a time by which the problem is to be rectified.

If the problem is not rectified by the agreed upon time, you may file a complaint with HAND at 812-349-3420. Complaint forms can also be found at bloomington.in.gov/housing/rental-complaints.

Complaint forms must be signed prior to the inspection being conducted. The complaint inspection will be limited to the specific items on the original complaint form (e.g., you may not add items to the complaint during the inspection). An exception to this rule would be if the inspector finds the unit in such disrepair that they deem further inspection is necessary.

HAND has jurisdiction over the *physical structure only*. For issues involving your lease, please contact a legal professional: IU Student Legal Services, 812-855-7867 (IU students). Indiana Legal Services, 812-339-7668 (income eligible).

Bloomington Municipal Code prohibits retaliatory eviction or the threat of such action for requesting a complaint inspection.

RENTAL OCCUPANCY PERMITS

The City of Bloomington HAND department inspects rental units within the city limits, and issues Rental Occupancy Permits only after a given unit is deemed to be in compliance with the Residential Rental Unit and Lodging Establishment Inspection Program as defined in Title 16 of the Bloomington Municipal Code.

Always review the Residential Rental Occupancy Permit prior to signing a lease. The Permit has valuable information, and the owner of the property is required to post a copy in the rental unit.

Sample Permit

A COPY OF THIS PERMIT AND THE RENTAL FILE ARE AVAILABLE FOR THE PUBLIC TO VIEW DURING REGULAR BUSINESS HOURS AT THE HOUSING AND NEIGHBORHOOD DEVELOPMENT OFFICE

RESIDENTIAL RENTAL OCCUPANCY PERMIT
HOUSING AND NEIGHBORHOOD DEVELOPMENT DEPARTMENT
City of Bloomington, Indiana

09152020
Zone B01

Location: 123 E. Main Street
Owner: Homer Q. Landlord
Inspector: Ken Handman

Structure	Units	Bedrooms per Unit	Max Occupant Load per Unit
1	1	3	3

The permit certifies compliance with the provisions of Title 16 of the Bloomington Municipal Code, "Bloomington Residential Rental Unit and Lodging Establishment Inspection Program", and does not represent compliance with any other Title of the Bloomington Municipal Code or other rules or statutes or ordinances, particularly in regards to laws which regulate the zoning of this property. No change of use shall be made in this location without the prior approval of the applicable department.

Date Inspected: 06/04/2020 Date Expired: 05/20/2021 PERMIT NUMBER: 06042020

Hand Director
Housing Official

A copy of the permit must be displayed on the inside of the main entrance of the rental units
Reminder: Each residential rental unit shall be established to receive a 20lb inspection fee (see 1601-001) prior to the expiration of its permit. Don't forget to call HAND before the date. (317.63.1400)

What to look for on the Rental Occupancy Permit:

- The number of legal bedrooms.
- The legal number of tenants allowed to occupy the unit (based upon local zoning).
- The date the property was last inspected by HAND.
- The date the rental occupancy permit expires.

PARKING



If you live within the Neighborhood Parking Zone, you are eligible to apply for a permit for street parking. Parking on unimproved surfaces (e.g. grass) is prohibited. Scan the QR code for Parking Services FAQ.

CLEANLINESS & DAMAGES



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

You'll be more likely to get your security deposit back if you can demonstrate that you did not cause damage to the property while you lived there. Take photos documenting the condition of the unit when you move in and again when you move out. Be sure to remove all of your items and clean up on move out.

OCCUPANCY LIMITS

Zoning within the city puts limits on the number of adults who may occupy a residential rental unit. In some parts of the city as many as five unrelated adults may occupy one unit, however in most areas the limit is three. In order to maintain compliance, landlords/property managers are required to complete and maintain an Occupancy Affidavit, which must be signed by each adult tenant. If you live in a building that contains between one and four rental units, you will be asked to sign an Occupancy Affidavit within 15 days of moving in.

SMOKE DETECTORS

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



Indiana law requires landlords to deliver their rental units to tenants equipped with functioning smoke detectors. However,

- **It is the tenants' responsibility to make sure the smoke detectors remain functional and are not disabled.**
- **It is the tenants' responsibility to replace batteries in the smoke detectors as necessary.**

If the tenants believe a smoke detector is not functioning properly, they must inform the landlord in writing by certified mail (return receipt requested) to rectify the situation.