

Department of Planning &  
Community Development  
CITY OF CRAWFORDSVILLE

City of Crawfordsville Rental Registration Quick Facts

---

On December 12, 2016, the Crawfordsville Common Council adopted an ordinance (Ord 34-2016) establishing a rental registration and inspection program for residential rental housing units within the City of Crawfordsville. The purpose of this ordinance is to ensure that all rental units within the City of Crawfordsville are safe and habitable.

***Program Components:***

**Registration:** An owner of real estate within the City of Crawfordsville must register all real estate erected or maintained as a rental unit on annual basis. Rental units must be registered by January 31<sup>st</sup> of each year, or within 30 days of obtaining title to any rental housing. Registration shall be effective by completion of the Rental Registration Form, and annual registration fee of \$5.00. Each parcel of property on which a rental unit is located is a separate registration.

**Inspection:** Each rental unit within the City is subject to inspection at least 1 time every 5 years. A completed registration does not necessarily confirm that the units are legal and/or safe according to fire and building codes until an Inspection Certificate is obtained. Rental Inspection Officers will provide 72 hours written notice prior to conducting the inspection. A landlord may also request an inspection if he/she would like the property to be inspected between tenants. A rental unit is exempt from routine inspection if the rental unit meets the requirements of Section 5.3 “Exemption to Routine Inspection” of the Rental Registration Ordinance.

The inspection will be completed at no cost to the landlord, however if violations are found the property is subject to re-inspection. The owner of a rental unit shall be charged \$100 for re-inspections. Violations must be corrected in 15-30 days, depending on the severity of the violation. Additional inspections may be conducted if the City has reason to believe or receives a complaint that the rental unit does not comply with applicable code requirements.

***Program Benefits:***

**Safety:** Through the routine inspections, the City of Crawfordsville will ensure that properties are kept in a safe and habitable manner, in compliance with all applicable building and fire codes.

**Neighborhood Stability and Property Value Protection:** Rental properties will be inspected more often, which will prevent minor code infractions from developing into major problems. This protects the character of the neighborhoods as well as the value of the property for landlords and homeowners.

**Rental Accountability:** The Rental Registration Program will be another tool to encourage landlords to be accountable for issues such as maintaining safe and sanitary conditions. In extreme cases, a landlord may be prohibited from registering a property for rental if code violations are persistent, extensive, and serious and the landlord is uncooperative in pursuing corrections. In such cases, these properties may be prevented from being rented in the City.

***Frequently Asked Questions:***

**How does this program help me?** Registering of a rental property ensures complaints are dealt with in a timely manner and rental units are maintained in a safe and habitable condition.

**How do I obtain a Rental Registration Form?** Applications are available at the Department of Planning and Community Development (300 E. Pike St. Crawfordsville, IN 47933) or on the City website at ([http://www.crawfordsville.net/egov/documents/1484758987\\_62533.pdf](http://www.crawfordsville.net/egov/documents/1484758987_62533.pdf)).

**What if I don't register my property?** If it is discovered that a rental unit is not registered, a violation will be issued. If the violation is not corrected, the property owner will be subject to the penalties of the ordinance and can be fined up to \$500 per day that the violation exists.

**If my rental property consists of more than one rental unit, does each unit have to be registered?** A rental registration is required for each parcel of real property on which a rental unit is located.

**How can I make a complaint?** Contact the City of Crawfordsville Planning Dept. at 765-364-5152 and/or complete the written complaint form that can be found at ([http://www.crawfordsville.net/egov/documents/1484758494\\_74345.pdf](http://www.crawfordsville.net/egov/documents/1484758494_74345.pdf)).

**Do I renew my Rental Registration every year?** Yes. Property registrations shall be renewed annually, no later than January 31<sup>st</sup>. The annual fee is \$5.00. Any new properties or changes to existing properties must be completed within 30 days of the change.

**If a complaint is filed and an inspection is performed, will there be a fee?** In the event that no violations (including no registration of a rental unit) are discovered during the inspection, there will be no fee. If violations are discovered during the inspection, the property will be subject to re-inspection. The fee for re-inspection is \$100.00. If violations are not corrected within the Violation Notice, penalties for violation can be assessed up to \$500/day.

**How long is an Inspection Certificate valid?** The inspection certificate shall be valid until the next inspection.