

# WHAT HAPPENS?

The tenant, property manager or owner contacts Neighborhood Health & Housing to schedule the inspection.

The inspector will arrive and begin the inspection - which includes taking photos.

If the property does not pass inspection, the property owner/agent will be notified of violations, provided time to make repairs, and required to schedule a reinspection.

The reinspection will follow the same process until property meets minimum standards.

Call 574-235-9586 to schedule your inspection!



## ABOUT US

The City of South Bend's Department of Community Investment works to create a stronger South Bend where residents and businesses can thrive. The Neighborhood Health & Housing team provides programs and services focused on facilitating the development of, and supporting efforts to, make quality affordable housing available to the community.

## CONTACT US

574-235-9586

<https://southbendin.gov/rsvp>

## VISIT

13th Floor, County-City Building  
227 W. Jefferson Blvd.  
South Bend, IN 46601

Office Hours:  
Monday - Friday  
8:00 AM - 5:00 PM



## Rental Safety Verification Program "RSVP"

Department of Community Investment  
Neighborhood Health & Housing

City of South Bend

# WHAT IS RSVP?

The Rental Safety Verification Program promotes the health and safety of rental homes and units in the City by requiring that rental properties meet minimum standards of property maintenance.

Rentals that meet these standards are issued an Inspection Certificate to show the property is compliant with all applicable building and housing code and ordinance requirements.

**For more information, please see our website:**

**<https://southbendin.gov/rsvp>**

Unaddressed housing violation complaints may be made to the Neighborhood Health & Housing any time. To initiate an inspection call 574-235-9586.



**Repair requests should first be made to the owner or property manager to give him/her the opportunity to make repairs before contacting Neighborhood Health & Housing.**

# PREPARING FOR INSPECTION

## 1. SCHEDULE INSPECTION

The property manager, owner or tenant will schedule the inspection with Neighborhood Health & Housing and provide notice to the occupants (if applicable).

## 2. PREPARE THE HOME

Occupants should inform owners of any issues with the home.

Owners will need to make any needed repairs before inspection. This will reduce the number of inspections required.

Put away any personal items you do not want the Inspector to see prior to inspection.

## 3. ACCESS TO THE HOME

The owner or designated agent must be present for the inspection. Occupants are encouraged to be present during inspection.

On the day of inspection, clear any pathways that could prevent the inspector from entering all areas of the home.

## 4. CRATE / SEPARATE PETS

Inspectors need access to all rooms so please identify a secure location to keep pets during the inspection that does not prohibit access.

# THE INSPECTION

During the inspection, the inspector will look inside and outside of the home / unit to check if the rental meets minimum standards as defined by the International Property Maintenance Code.

The inspector will inspect every room in the house or unit as well as any common areas (applicable to apartment buildings)

The inspector will have use of a reference checklist for minimum housing standards as a guide.

To download and use a sample of the Inspection Guideline to prepare for your inspection, please visit our website:

**<https://southbendin.gov/rsvp>**

### Inspectors will NOT:

- Look in your dressers or other furnishings
- Touch personal items unless they are blocking access to areas of inspection
- Ask about your immigration status