

## EXAMPLE OF MINIMUM MAINTENANCE STANDARDS

Exterior, Interior, and Accessory Structures: all surfaces must be structurally sound and covered to prevent deterioration. Surfaces include walls, ceilings, roofs, siding, porches, chimneys, etc.

Plumbing: all systems, such as water and sewage, should be operable, properly installed, maintained, and free of leaks.

Electrical: the system should be operable, properly installed, and maintained.

Fire Safety: smoke detectors and all other fire safety systems must be operable, properly installed, and maintained.

Heating: heating systems must be provided, adequately maintained, and capable of carrying a temperature of at least 65 F.

Bedrooms: bedrooms must be separated from cooking or utility areas and have at least two proper means of egress.



The City of West Lafayette supports fair housing. The Fair Housing Act prohibits discrimination in housing because of race, color, national origin, religion, sex, (including gender identity and sexual orientation), familial status, and disability. If you believe that you, or someone you know, have been subject to housing discrimination, please get in touch with your local Human Relations Commission, the Indiana Civil Rights Commission, or the Department of Housing and Urban Development to discuss your options.

## The West Lafayette Housing Property Maintenance Code

Includes minimum maintenance regulations on the following:

- Property grounds
- Exterior of the structure
- Interior of the structure
- Lighting
- Ventilation
- Occupancy limits
- Space requirements
- Plumbing system & fixtures
- Water system
- Sewage System
- Heating apparatus
- Electrical system
- Fire safety
- Exits
- Storage
- Sanitary conditions
- Accessory structures

### For more information, contact:

West Lafayette Rental Inspection Office  
222 N. Chauncey Avenue  
West Lafayette, IN 47906



# WL Rental Housing Inspection Program



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## **WHAT IS A RENTAL PROPERTY?**

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The City of West Lafayette has defined rental housing as: "a term denoting any room, dwelling unit, or portion thereof let or intended to be let to a family or person for compensation (which may include money, or services, or the sharing of expenses)."

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## **WHAT IS VERIFICATION?**

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For a property to be verified, it must be inspected and comply with the Housing-Property Maintenance Code and other applicable codes, standards, or regulations of the City of West Lafayette, Tippecanoe County, or the State of Indiana. Additionally, all fees must be paid and necessary documents submitted.

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## **WHAT DOES THE INSPECTOR LOOK FOR?**

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The Housing-Property Maintenance Code is a minimum standards code, and includes requirements on all aspects of housing and property.

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## **WHO IS HELD RESPONSIBLE?**

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The property owner is responsible for the maintenance of the property. Regarding sanitary concerns, the property owner or manager is responsible for common areas (areas shared by other units), and the tenant is responsible for the condition of their unit. Your lease may also dictate who is responsible.

**AS A PUBLIC ENTITY OUR ACTION UPON A COMPLAINT ALLOWS THE COMPLAINT TO BECOME PUBLIC RECORD.**

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## **WHEN AND HOW DOES THE INSPECTION TAKE PLACE?**

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Inspections are set between the property owner or manager and the Rental Inspection Office. We request that the tenants be notified about the inspection at least 24 hours in advance.

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## **WHAT IS OCCUPANCY, AND WHAT IS THE OCCUPANCY AFFIDAVIT?**

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Occupancy limitations are rigorously enforced in the City of West Lafayette. In residential areas zoned R1, R1A, R1B, R1U, R1Z, R2, and R2U, not more than a family plus two unrelated persons, or in the case of no relation, not more than three unrelated persons living as a single housekeeping unit are allowed to occupy a dwelling unit. Multifamily dwellings are subject to limitations based on habitable space. A separate brochure providing details on occupancy limitations is available.

The occupancy affidavit is a legal document requesting the names of the occupants of the dwelling and their familial relationship, if any. The property owner or manager completes the affidavit, and the document's signer affirms under penalties of perjury that the information provided is accurate. Upon request of the property owner or manager, the property's residents must also complete the affidavit.

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## **WHAT IS THE VERIFICATION DOCUMENT POSTED AT THE PROPERTY?**

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In residential-zoned areas, the property owner or manager will receive an additional Inspection and Occupancy Verification that is to be posted at the property. The purpose of this document is to inform the residents of the allowable occupancy limits and that the City of West Lafayette has verified the property.

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## **CAN I GET THE INSPECTOR TO LOOK AT MY APARTMENT?**

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If you are a tenant and have concerns about the conditions in which you are living, contact the Rental Inspection Office. You will be asked about the nature of the complaint and if you have notified your landlord of the situation. You should also give your landlord reasonable time to respond to your concerns.

If the situation warrants an inspection, you will be asked to file a written complaint by email to [rental@westlafayette.gov](mailto:rental@westlafayette.gov). Once the complaint has been filed, we will notify the landlord and request an inspection of the property within ten working days; if the complaint is valid and violations are found, the landlord will be notified, and a time limit set for the correction the violations.

**CONFIDENTIALLY CANNOT BE MAINTAINED**