



City of Batesville Code Office

Rental Property Registration Application

Rental Property Information

Property Address: _____

Parcel Number: _____

Age of Rental: _____ Foundation Type: _____ Conventional _____ Slab

Property Type: _____ Single Family _____ Duplex _____ Apartment

Heat Source: _____ City Utilities: _____ Water _____ Gas _____ Garbage

Name City Utilities are in: _____

Tenant Information

Tenant Name: _____

Tenant Phone Number: _____

Owner's Information

Owner's Name: _____

Owner's telephone: _____

Emergency Contact: _____

Emergency Contact's Telephone: _____

Attachments Required

- Recorded Warranty Deed or Tax Card showing ownership
- Picture of Rental Property
- Copy of Current Water Bill

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

City of Batesville

Rental Checklist

Scheduled

Inspection Date _____

RENTAL INFORMATION			
Rental Address:			
Tenant:			Contact Number:
Owner/Landlord:			Date Inspected:
CHECKLIST			
EXTERIOR:	YES	NO	ISSUES FOUND:
Paint/ Rotten Boards			
Roof/ Leaks			
Sewer/ Water Leaks			
Trash in/ around yard			
Trash can on site			
Railings in place were needed			
INTERIOR:			
Paint in good condition			
Holes in walls			
Broken Windows/ Doors			
Doors/Windows lock properly			
ELECTRICAL:			
Loose wires, plates in place			
Meters placed and in good condition			
GFI's where required			
HVAC:	YES	NO	ISSUES FOUND:
Unit appears in good condition			
Grills are in place			
PLUMBING:			
Hot/ Cold water works properly			
Toilets flush properly			
Interior leaks			
STRUCTURAL:			
Mold/ Water damage			
Flooring in good condition			
OTHER:			
Working smoke detectors			
Presence of rodent/bugs			
911 Address Visible			
Inspector's Signature: _____	Owner/Tenant's Signature: _____		