

## **City of Springfield, Ohio**

### **Community Development – Code Enforcement Division**

#### **Tenant Requested Inspections**

People who rent dwelling units are obligated to pay their rent on time, maintain the interior of the structure in a clean manner, fulfill other written or oral rental agreements and notify the owner or property manager of needed repairs.

In instances where the tenant has fulfilled their obligations and the owner or property manager has not, that tenant has the right to file a complaint with the Code Enforcement Division requesting an interior inspection to cause the correction of identified violations of the 2000 International Property Maintenance Code as adopted by the City of Springfield

When a Tenant Requested Inspection complaint has been filed (non-emergency):

1. A letter is sent to the owner or property manager along with a copy of the signed complaint, informing the owner/ manager that they have approximately 2 weeks in which to make the repairs to the items the tenant has identified.
2. If the repairs are not made within the time allowed, the tenant contacts the Code Enforcement Division and schedules an interior inspection.
3. An inspection appointment letter is sent to the owner/ manager informing them of the date and time of the inspection. Owners/ managers can be present for the inspection if they want.
4. After the inspection by an Enforcement Officer, orders are prepared and issued to the owner/ manager. Orders require that repairs be completed within 30 days.

When a tenant files a complaint for emergency conditions such as the water or heat has been terminated or structural collapse, emergency orders are issued immediately and the repair time can be as short as a few hours. The amount of time allowed for the repair of an emergency situation depends upon the reason for the emergency.

By Springfield Codified Ordinance section 1324.16, where the owner/ manager has failed to provide City approved Tenant Rights and the Ohio Landlord - Tenant pamphlets to the tenant, that owner/ manager shall be charged \$100 for the inspection. Proof of providing these required pamphlets is a signed and dated acknowledgment by the tenant and the owner/ manager.

Please contact us at (937) 324-7385 with any questions you may have regarding this program.