

Record # _____
Category _____
Date _____
Rec'd By _____
CDBG/GF _____
CEO _____
Closed _____

THE CITY OF SPRINGFIELD, OHIO
DEPARTMENT OF COMMUNITY DEVELOPMENT
CODE ENFORCEMENT DIVISION

Date Tenant is to call
Code Enforcement:

**TENANT REQUESTED INSPECTION COMPLAINT
TENANT QUESTIONNAIRE**
(Please Print)

A letter will be sent to your Landlord / Housing Provider informing him/her of your complaints and allowing them an opportunity to make the corrections. If the repairs are not made by the date specified please call the Code Enforcement Division to arrange for an inspection appointment. Providing false / inaccurate information may result in the closing of your complaint.

NO INSPECTION WILL BE MADE WITHOUT INFORMING THE LANDLORD.

TENANT NAME(S) _____ DATE _____

ADDRESS _____ APT# _____ ZIP CODE _____

PHONE # _____ (Best time to call this #) _____

Landlord's Name: _____ Phone # _____

Landlord's Address: _____

1. Number of people occupying the unit: Adults _____ Children _____

2. Are you current with your rent? Yes _____ No _____
a. Date last paid: _____ Do you have receipts? Yes _____ No _____
b. To whom was rent paid: _____
c. Is this property in Foreclosure? Yes _____ No _____

3. Which utilities are you responsible for? Electric _____ Gas _____ Water _____ Garbage _____

4. How long have you occupied this unit? _____

5. What type of rental agreement do you have? Oral _____ Written _____
a. If agreement is oral with whom did you make the agreement?
Name: _____
b. Written rental agreements should be presented to Code Enforcement as soon as possible.

6. Have you signed up for the Rent Escrow Program through Municipal Court? Yes _____ No _____

7. Are you being evicted from this unit? Yes _____ No _____
a. What type of eviction notice have you received? _____
b. What is the court date, if a date has been scheduled, for the eviction hearing? _____

(Please turn this over and complete the backside.)

