



FOR OFFICE USE ONLY Case #: _____ Date Received: _____ Received by: _____

TENANT REQUESTED INSPECTION COMPLAINT QUESTIONNAIRE

Fill out both sides

For a tenant complaint to be accepted, tenants must be (a) up to date with rent payments AND (b) not in the process of being evicted. If a tenant does not meet BOTH criteria, Code Enforcement cannot assist the tenant.

Tenant Name(s): _____

Address: _____

Phone Number: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number _____

Number of people occupying the unit _____

It is the tenant's responsibility to ensure the condition of a rental unit is in an acceptable condition prior to signing a lease.

Code Enforcement will not process complaints for: any non 2003 International Property Maintenance Code issues, not complying with terms of lease agreements, pest infestations, mold, mildew, lead-based paint, or asbestos, lack of cleaning, or issues that are a result of a tenant action such as clogged drains, toilets, or utility shut-off for non payment of which the tenant is responsible. Code Enforcement will not send contractors to make repairs for violations. Inspections will not be made without the property owner's consent.

Are you current with your rent? Yes _____ No _____

Date rent was last paid: _____ Do you have receipts? Yes _____ No _____

Are you being evicted from this unit? Yes _____ No _____

Which utilities are you responsible to pay for: Electric _____ Gas _____ Water _____ Garbage _____

When did you move in? _____

Are you signed up for Rent Escrow through Municipal Court? Yes _____ No _____

