

**CITY OF ESCANABA  
COMMUNITY PRESERVATION DEPARTMENT  
410 Ludington Street – Escanaba, MI 49829  
(906) 786-9402**

## **EXISTING STRUCTURE CODE COMPLAINT FORM Request for Inspection**

**TENANT INFORMATION**

Tenant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Location: \_\_\_\_\_ Apt. Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**OWNER INFORMATION**

Owner Name: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Phone Number of Owner: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**AGENT / MANAGEMENT INFORMATION:**

Agent / Manager Name: \_\_\_\_\_

Address of Agent / Manager: \_\_\_\_\_

Phone Number of Agent / Manager: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

As the Tenant / Owner, I request an inspection to be performed by the Community Preservation Department at the address listed above. I understand that this inspection is being requested on my behalf and that I further indemnify and save harmless the City, its officers, and any employees from any suits, actions, or liabilities which may occur as a result of the inspection.

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

For the purpose of an inspection, I have listed the following reasons as to why an inspection is requested:

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Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

————— **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** —————

Scheduled Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Remarks: \_\_\_\_\_

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Inspection Conducted By: \_\_\_\_\_ Violations?  Yes  No

Is Rent current?  Yes  No If No, why not and how much is owed? \_\_\_\_\_

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Are eviction proceedings in process?  Yes  No

How much is rent and what utilities are paid by the Tenant? \_\_\_\_\_

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Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

# Filing a Complaint

In the event a request for inspection is filed by a Tenant, The Community Preservation Department will investigate the complaint and issue a written report (if substantiated) to the concerned parties. In the event a request for inspection is filed, the following records should be kept by the Tenant:

**Defects List:** Keep a written list of defects, the date you first noticed them and the date you notified the landlord of the defects. Give a copy of this list to your Landlord.

**Journal:** Make a dated entry for each defect. Make notes on each conversation you have with the Landlord, in person or by phone. Be specific; Note the date of the conversations, where it occurred and whether there were any witnesses to it. Write down what you said and what the Landlord said. Write down the times the Landlord, Caretaker, or Repairman came to inspect the defects or to work on them. Note when the work was started and when it was completed.

**Temperature Records:** If one of your complaints is inadequate heat, buy a thermometer and check the temperature in several rooms each day. Keep a record of the temperatures on your journal.

**Photographs:** Take pictures of all the visible defects in your rental dwelling unit and to common areas of the building (if it contains more than one unit). Write the nature and location of the defect on the back of each photograph, the name of the person who took the picture, and the date on which it was taken.

**Copies of Letters:** If it becomes necessary to send letters to your Landlord or anyone else concerning this matter, keep copies for yourself. To ensure our letter(s) are received, send them Certified Mail, Return Receipt Requested.

## The Investigation

All complaints will be investigated in a timely fashion. An inspector will be assigned to the case and will investigate all allegations and concerns. Remember, as a tenant, you too can be subject to a Correction Notice if the rental dwelling is not clean, damaged beyond normal wear and tear, or you are allowing too many people to live in the dwelling unit.