



Minimum Housing Code



Case Number 201__ - _____

Complaint Address: _____

Print (legibly)

Property Identification Number (____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____) Parcel No. (____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____)

Tenant Name: _____

Print (legibly)

Telephone Number

Tenant Mailing Address: _____

Tenant City (Mailing): _____ State _____ ZIP _____

Owner Name: _____

Print (legibly)

Telephone Number

Owner Mailing Address: _____

Owner City (Mailing): _____ State _____ ZIP _____

Nature of Complaint:

- No Heat (Oct 1 – Mar 30)
- No Smoke Detectors Present
- Electricity Malfunctioning
- Plumbing Malfunctioning
- Doors not weather tight
- Other _____
- No Water
- No Hot Water
- No Dryer vent to outside
- Windows not weather tight
- Evidence of leaks in ceiling/walls
- No Electricity

Tenants Signature _____

Date

PLEASE READ BEFORE SIGNING COMPLAINT:

Tenant must meet the Code Official, during the County’s normal business hours, upon not less than twenty-four (24) hours telephone notice from the code official, on the premises. The Tenant has to allow the owner or owner’s agent access to the Premises and Dwelling Unit during reasonable times to remedy the violations under this Code.

Notice to the tenant of the date and time of the access shall be given by the Code Official with a means of telephone notice. If tenant fails to meet with the code official or allow the access required hereunder, the Code official may deem the complaint withdrawn.