



CITY OF DANVILLE

1155 E. Voorhees Street, Danville, IL 61832

Environmental Code Enforcement | Public Works Department (217) 431-2332

RENTAL COMPLAINT FORM

Date: ____/____/____

Name of Person filing complaint: _____

Rental Property Address: _____

Home Phone: (____)____-____ Cell Phone: (____)____-____ Work Phone: (____)____-____

Name of Landlord: _____

Has Landlord/Property Manager been informed of the problem in writing and been given adequate time to abate the issue(s)?

☐ Yes

☐ No

(If Yes, please attach documentation.)

Date Contacted: ____/____/____ Notified: ☐ In Person ☐ By Phone ☐ In Writing

Response: _____

Number of Occupants: _____ Number of Bedrooms: _____ How Long have you lived there: _____

Move In Date: ____/____/____

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Rent Per Month: \$ _____ Are you current on your Rent Payments? ☐ Yes ☐ No

If not, how much is owed? \$ _____ Have you received an eviction notice? ☐ Yes ☐ No

Date of Notice: ____/____/____ Reason for eviction: _____

Type of Rental Unit: ☐ Single Family ☐ Duplex ☐ Multi-Family Structure

If a Complex, what is the name of the Complex: _____

Summary of Problems

Please note any Immediate Health & Safety Issues (Structural, Electrical, Plumbing, Vermin, etc.)*

*Includes but limited to small animals, bugs, rodents, cockroaches, etc.

Explain: _____

Exterior: ☐ Roof ☐ Walls ☐ Foundation

Description: _____

Interior: ☐ Walls ☐ Electrical ☐ Windows ☐ Smoke/Carbon Monoxide Detectors

☐ Water/Hot Water ☐ Heating ☐ Kitchen/Bathroom Fixtures

Description: _____

How long have these problems existed? _____

Signature: _____ Print: _____ Date: ____/____/____

(For Office use only)

Submitted to Environmental Code Enforcement

Date: ____/____/____ Initials: ____

Investigation

Registered Rental? ☐ Yes ☐ No

Date: ____/____/____ Initials: ____

Contact with Landlord / Property Manager:

Date: ____/____/____ Initials: ____

Disposition

☐ Founded

☐ Unfounded

Code of Compliance:

☐ Temporary

☐ Permanent