



# 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