

CITY OF WASECA
RENTAL – TENANT COMPLAINT FORM

This form is intended to allow tenants to submit complaints regarding building code violations in a rental property. In order for a complaint inspection to be conducted, the following criteria must be followed:

STEP ONE: Tenant must inform landlord/property owner of complaint(s) in writing, such as a letter or e-mail (**text messages and verbal conversations do not qualify**).

STEP TWO: Tenant must allow landlord/property owner sufficient time to correct reported complaints.

STEP THREE: If complaints are not corrected within a sufficient amount of time, or in a satisfactory manner, then the tenant may fill out the bottom portion of this form and submit it along with a copy of the original documentation of the complaint sent to the landlord/property owner.

STEP FOUR: An inspection will be made for any complaints listed that pertain to the building/housing codes enforced by the City of Waseca. The owner will receive an order of correction for any violations and a re-inspection fee will be charged.

There are housing issues that are not covered by the building/housing code, and therefore will not be addressed/inspected by the City. An example of these issues:

MOLD: Mold is not listed in the building/housing code and is not in and of itself a violation. However, there may be a cause of the mold that is a violation, and therefore can be addressed, such as a leaky roof, broken window, bad plumbing, etc.

Complainant Information:

Name(s) _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email Address: _____