



Community Development Department - Building Inspection Division
900 Quay Street, Manitowoc, WI 54220
Phone: 920-686-6940 | Fax: 920-686-6949

Location Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Description of Complaint: (Give area location and describe problem ie: Apt #2 Kitchen – drain leaks)

Four horizontal lines for describing the complaint.

OWNER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

COMPLAINANT INFORMATION:

Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you notified the owner/manager of the problem? [ ] Yes [ ] No

How did you notify them? [ ] Written Notice [ ] Phone Call [ ] In Person

When did you first notify them? \_\_\_\_\_ Last notification ? \_\_\_\_\_

Are you voluntarily vacating the premises ? [ ] Yes [ ] No

Department staff do not conduct exit inspections. Tenant self-inspection checklists are available from the department.

LEASE INFORMATION:

Do you have a written lease or rental agreement? [ ] Yes [ ] No

Did you inspect the unit before renting it? [ ] Yes [ ] No

Did the property concern(s) you are calling about today exist when you moved in? [ ] Yes [ ] No

Did you ask for a written repair list for concerns with specific dates for completion? [ ] Yes [ ] No

Are you withholding rent – pending completion of repairs? [ ] Yes [ ] No

Have you been served an eviction notice from the owner or manager? [ ] Yes [ ] No

If yes, when were you served and what type of notice did you receive? \_\_\_\_\_

[ ] 5 Day Notice to Pay or Quit (Pay overdue rent or vacate) [ ] 14 Day Notice to Quit (Vacate, no opportunity to cure)

[ ] 30 Day Notice to Quit (Pay overdue rent, comply with lease, or vacate)