RENTAL PROPERTY INSPECTION REQUEST FORM

City of Milaca

255 First Street East
Milaca, MN 56353
Phone: 320-983-3141

INDIVIDUAL REPORTING VIOLATION/REQUESTING INSPECTION

NAME: _____OWNER/TENANT/OTHER_____

ADDRESS: _____

PHONE: _____

HOW IS ENTRANCE OBTAINED INTO PROPERTY (IS THERE SECURITY CODE, IS DOOR OPEN OR SHOULD OWNER BE CALLED FOR ACCESS INTO PROPERTY?):
_____

VIOLATION REPORTED

ADDRESS OF VIOLATION: _____

APARTMENT/BUILDING NAME (IF APPLICABLE):_____

DESCRIPTION OF VIOLATION (Use back of this sheet if necessary) _____

_____

_____

Rental Housing Inspection Fee per complaint is $40, which is to be paid by the person requesting the inspection. A check/cash or money order must accompany this form. If during the inspection a violation is found, then the $40 will be returned to the individual requesting the inspection and fee charged to the property owner. However, should no violation be found, then the individual requesting the inspection will be charged the $40 inspection fee.

Complainant Signature: _____ Date: _____

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Office Use Only

METHOD OF PAYMENT: Cash/Money Order/Check#

DATE OF INSPECTION: _____

INSPECTION RESULTS: ☐ Substantiated - OWNER TO BE INVOICED
☐ Unsubstantiated - REQUESTOR IS CHARGED FEE

Inspection Comments: _____

_____

_____

☐ Violation substantiated - monies returned to Requestor on _____
(date)