

CITY OF QUINCY

OFFICE OF INSPECTION
706 MAINE ST. 3rd FLOOR | QUINCY, IL 62301
PHONE: 217-228-4540 | FAX: 217-221-2288
EMAIL: planning@quincyl.gov



MINIMUM HOUSING COMPLAINT FORM

TENANT'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS: _____

DO YOU HAVE A LEASE OR RENTAL AGREEMENT: YES NO

HAVE YOU RECEIVED A NOTICE OR SUMMONS FROM THE LANDLORD: YES NO

IF YES, PLEASE DESCRIBE: _____

HOW LONG HAVE YOU BEEN AWARE OF PROBLEMS IN YOUR RENTAL: _____

HAVE YOU INFORMED THE LANDLORD OF THESE PROBLEMS: YES NO

PLEASE TELL US WHO YOU SPOKE TO AND WHEN: _____

LANDLORD / PROPERTY OWNER NAME: _____

LANDLORD / PROPERTY OWNER PHONE #: _____ EMAIL: _____

PLEASE DESCRIBE THE PROBLEMS:

TENANT SIGNATURE: _____

Not required but if requested or needed: Advocate Organization or Church
A list of Advocate Organizations and Churches can be found in the City Hall lobby at 730 Maine along
with the Minimum Housing Complaint Form, by calling the City's Inspection Office at 217-228-4540 or at www.quincyl.gov

Advocate Organization or Church Name: _____

Address: _____

Phone Number: _____ Email: _____

Individual Advocate Representing Organization/Church: _____

Individual Advocate Phone: _____ Individual Advocate Email: _____

Advocate Signature: _____

Retaliatory Eviction Prohibited: In accordance with Illinois Law (765 ILCS 720) it is unlawful for a landlord to terminate or refuse to renew a lease or tenancy of residential property on the ground that the tenant has complained to any governmental authority of a bona fide (good faith) violation of any applicable building code, health ordinance, or similar regulation. Any provision in any lease, or any agreement or understanding, purporting to permit the landlord to terminate or refuse to renew a lease or tenancy for such reason is void. If you believe you are or have been a victim of retaliatory eviction, consult an attorney. If you cannot afford an attorney, you may contact, Land of Lincoln Legal Aid Hotline at 877-342-7891

Advocate List. The following churches and organizations have agreed and are willing to help a tenant navigate the City of Quincy's Minimum Housing Complaint Form process. This list was compiled by the Safe and Livable Housing Committee, a private advocacy group in Quincy.

Adams County Health Department, 217-222-8440
Addicts Victorious, 217-316-0632
Advocacy Network for Children, 217-242-8892
Blessed Sacrament Catholic Church, 217-222-7959
Christ Lutheran Church, 336 South 36th Street, 217-224-1624
Church of St. Peter, Mission Committee, 217-653-2023
Connect Child and Family Solutions, 217-388-1515
First Baptist Church, 217-223-4468
First Union Congregational Church, 217-222-3346
Horizons Soup Kitchen, 217-224-5530
Indivisible, 217-231-1628
Ladies of Charity, 217-222-6359, 217-222-3541
Luther Memorial Church, 217-222-5085
Lutheran Church of St. John, 3340 State St., 217-222-8579.
Safe and Livable Housing Committee, 217-430-8040
Salem United Church of Christ, 217-222-0601
Salvation Army, 217-222-5762
SIU School of Medicine, 217-228-3030
St. Anthony of Padua Catholic Church, 217-222-5996.
St. Francis Catholic Church, and St. Francis Catholic Church Food Pantry, 217-222-2898
St. John's Anglican Parish, 217-224-7856
Teen Reach/Bella Ease, 217-740-6643
The Crossing, 217-214-0555
Quanada, 217-222-0069
Quincy Catholic Charities, 217-222-0958
Quincy Housing Authority, 217-222-0720
Quincy Neighborhood Federation, 217-224-2315
Quincy Notre Dame High School, 217-223-2479
Vermont Street United Methodist Church, 217-222-7468
Unitarian Church, 217-919-6116
West Central Illinois Area Agency on Aging (Quincy Senior Citizens), 217-223-7904.

Please Note: As a tenant, you may fill out the Minimum Housing Complaint Form on your own and submit to the City's Inspection Department located in the City Hall Annex, 706 Maine Street, 3rd Floor. However, if you need help and support in filling out and submitting the complaint form, please consider contacting one of the Advocate Churches and Organizations listed above and request an Advocate Representative who can provide assistance.

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CHECKLIST OF COMMON CODE VIOLATIONS

RESPONSIBILITY		LIFE SAFETY / FIRE SAFETY REQUIREMENT	CODE REFERENCE
OWNER	OCCUPANT		
X		Is there a working smoke detector in EACH bedroom, in the hallway(s) outside of the bedrooms and on each level?	IPMC 704.2
	X	Are batteries maintained and charged in the smoke detectors?	MCCQ 156.02
	X	Is the water heater and furnace clear of clutter or flammable materials?	IPMC 603.3
X	X	Are all exits free from obstruction inside and outside	IPMC 702
X		Do exterior doors lock and unlock from the INSIDE without using a key, tool or special knowledge? Do windows lock?	IPMC 304.15, 304.18.1, 702.3
X		Does the water heater have a temperature & pressure relief valve and a proper discharge pipe?	IPMC 505.4
X		Is all fuel burning equipment in good repair, safe condition, properly installed, and properly vented?	IPMC 304.11, 603.1, 603.2, 603.4
X		Do all rooms used for sleeping have a window?	IPMC 403.1, 702.4
X		Are carbon monoxide detectors/alarms installed in units with fuel burning appliances and/or attached garage?	MCCQ 156.03 430 ILCS 135
	X	Are batteries installed and charged in CO detectors?	MCCQ 156.03
EXTERIOR & PREMISES			
X		Are house numbers posted and visible from the street?	IPMC 304.3
X	X	Is the lawn mown to a height of less than 10 inches?	MCCQ 92.01(N)
X		Do stairs, landings, porches, decks more than 30 inches above grade below have guards at least 30 inches high?	IPMC 306.1
X		Do stairways having more than 4 risers have a handrail?	IPMC 306.1
X		Is the exterior of the structure sound and free from structural hazards?	IPMC 304.1
X		Is the roof maintained in sound condition and water tight?	IPMC 304.7
X		Are windows free from cracked or broken glass?	IPMC 304.13
X		Are window screens provided for habitable rooms?	IPMC 304.14
X		Are porches, decks and stairways in sound condition?	IPMC 304.10
X	X	Are trash and garbage receptacles provided?	IPMC 307.2.1, 307.3.1
X	X	Is garbage and rubbish disposed of properly?	IPMC 307.2, 307.3
INTERIOR			
X		Is the structure free from infestation of insects and rodents prior to renting or leasing?	IPMC 308.2
X	X	Is the dwelling free from infestation of insects and rodents when occupied?	IPMC 308.5
X		Do all electrical switches, outlets and junction boxes have proper covers? Are there any exposed conductors?	IPMC 605.1, 604.3
X		Is the wash machine outlet grounded or protected with a GFCI?	IPMC 605.2
X		Are receptacles in working condition and capable of holding a plug?	IPMC 604.3
X		Do light fixtures operate? Provided with cover?	IPMC 604.3
X	X	Are extension cords not being used as a substitute for permanent wiring? Not run through holes in walls, above ceilings, under floors or in ways that they may be physically damaged?	IPMC 604.3
X		Is the electrical service panel provided with proper cover? Is it securely mounted? Are breakers or fuses labeled?	IPMC 604.3
X		Are there heating facilities capable of maintaining 68-degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms?	IPMC 602.2
X		Is the water heater capable of providing 110-degree water at any fixture?	IPMC 505.4
X		Are plumbing fixtures in good working order? Is a tub or shower, toilet and kitchen sink provided?	IPMC 502.1, 504.1

(Revised 8-23-2021)

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For Tenants. How to fill out and file a Minimum Housing Complaint Form.

Information provided by the Quincy Safe and Livable Housing Committee. Updated November 2022

1. The Minimum Housing Complaint Form has a list of code violations on the back.
2. If you have a violation or repair that needs to be made in your rental house or apartment, first call your landlord or property owner and report it. Give the landlord reasonable time to make the repairs. If it is an emergency, tell the landlord the repair needs to be made right away and explain why.
3. If you have contacted your landlord and nothing happens, you can fill out the Housing Complaint Form. Be sure to sign the Form. If you don't, the Planning Department will not consider your complaint.
4. At the bottom of the complaint form there is a place where someone from a church or organization (called an Advocate Representative) can sign the Complaint Form with you. If you need assistance filling out the form or are afraid to do this on your own and need support, then please contact one of the advocate churches or organizations and ask for help. That list, along with phone numbers, are listed on the back of this page. At the bottom of the complaint form is a place for the Advocate Organization and Advocate Representative to provide information. It is important the Advocate Representative sign the complaint form.
5. When you have finished filling out the Complaint Form, you can mail it to the Planning Department, 705 City Hall Annex, Quincy IL 62301. Or, you can email it to that Department: planning@quincy.il.gov, or go in person to the Planning Department and hand them the form. They are on the third floor of the building across the parking lot from the City Hall. Use the stairs or the elevator at the south end of the building. Their phone number is 217-228-4540 if you have questions.
6. The Complaint form will be reviewed by the Inspection Department. Then they will call you and set up a time when they can inspect your rental house or unit. You have to be there for the inspection. If you want, the Advocate Representative who signed the Complaint Form with you, can be there with you for the inspection. If the Inspector finds something that needs repair or that violates the housing code, the Inspection Department will contact the landlord and set a deadline for the problem to be fixed; also, a copy of both the violations and deadline date are to be sent to the tenant. If the repairs are not made by the deadline date, the tenant should contact the Inspection Department a second time.
7. If you are homeless or about to be evicted, there are some organizations in town that might be able to help you. A Google 2022 website lists these places to contact: Salvation Army Shelter, 501 Broadway, 217-222-8655; YWCA, 639 York, 217-221-9922; New Start Rescue Mission, 636 North Sixth, 217-223-2100; Fishers of Men, 609 North Sixth; 217-222-6860; Quanada (Quincy Area Network Against Domestic Violence), 2707 Maine, 217-222-0069; Quincy Police Department, 530 Broadway, 217-228-4470.