



M I C H I G A N C I T Y
I N D I A N A

Tenant/Landlord Complaint Form

In cases other than emergencies, the landlord/tenant should first inform the party in violation (preferably in writing) about the problem. If there is not a response within one week, then a formal complaint using this form should be filed with the Inspections Department.

Upon receipt of a formal complaint, the Code Enforcement Officer will schedule a visual inspection of complaints to determine Code/Ordinance violations. If any violations are observed at the time of inspection, the Code Enforcement Officer will instruct the non-compliant party to correct the violations. All violations, regardless of whose responsibility, will be documented. The non-compliant party will have between 10-30 days to correct all violations depending upon the life-safety element of the violation. The non-compliant party will receive a written Notice of Violation and a re-inspection must be scheduled before the expiration of the Notice to avoid citations.

After the Notice of Violation has expired, the Code Enforcement Officer will determine if the violations have been adequately resolved. If violations remain, the Code Enforcement Officer will do one or more of the following: (1) Schedule an Administrative Hearing with the Board of Public Works and Safety, (2) Issue Citations, or (3) Order Condemnation. In some instances, the inspector may grant an extension of up to two weeks prior to the hearing. A re-inspection will be scheduled shortly before the Hearing date.

Most violations are abated after the initial inspection. However, if the violation has caused hardship or a reduction of services, the landlord/tenant may also seek legal recourse through civil court at their own expense.

Address of Property in Violation: _____

Complainant Information

Name: _____

Address: _____

Phone: _____

Please check the box that currently reflects your involvement with this property.

- I am a tenant wishing to file a complaint about my house/apartment.
- I am the landlord/apartment manager/property manager/owner's representative wishing to file a complaint about a tenant.

DUANE PARRY - MAYOR

City of Michigan City ~ City Hall ~ 100 East Michigan Boulevard, Michigan City, IN 46360 ~ ph: 219-873-1400
Web: emichigancity.com ~ email: mayorparry@emichigancity.com

Please identify the violations you believe exist: Include a brief description and location.

Violation Type

Description and Location of Violation

Electrical: _____

Plumbing: _____

Heating: _____

Walls/Ceilings/Floor: _____

Windows/Doors: _____

Structural Problems: _____

Roof: _____

Other: _____

I believe conditions exist that present an immediate health/safety threat.

Information Regarding the Person in Control of the Property

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

This person is the: Landlord / Tenant

- | | | |
|---|-----|----|
| 1. Have you made this person aware of your complaints? | Yes | No |
| 2. Is the tenant current with rent? | Yes | No |
| 3. Is there currently an eviction in progress at this property? | Yes | No |

I certify that the statements given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this complaint as may be necessary to perform an enforcement action. By signing below, I am acknowledging that I am the property owner, property manager, landlord, or tenant and that I am granting permission for an interior inspection of the property. I understand that all violations observed during the inspection must be corrected. I also understand that all parties involved may have violations for which they are responsible. Finally, I understand that once an inspection is conducted and violations are found a re-inspection must be conducted by Code Enforcement.

Signature: _____ Date: _____

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