YPSILANTI BUILDING DEPARTMENT

One South Huron ✦ Ypsilanti, MI 48197
Phone: (734) 482-1025 ✦ Fax: (734) 483-7444
www.cityofypsilanti.com

Property Maintenance Complaint

Property Location: _____ **Apt.#** _____

Tenant Information: **(Proof of residency must be provided – i.e. driver's license, utility bill, lease, etc.)**

Name:	Phone:		
Mailing Address:	City:	State:	Zip:
Move-in Date:	Number of tenants:		

Property Owner/Agent Information:

Name:	Phone:		
Mailing Address:	City:	State:	Zip:

Is there currently a landlord/tenant dispute? ❑ Yes ❑ No

Are you currently paying rent? ❑ Yes ❑ No (If No, when did you stop?) _____

List reasons for complaint below. Before submitting this request, you must inform the owner/agent, in writing, of maintenance problem(s) and allow 10 days to make the corrections. Include date(s) when problem first occurred and if the owner/agent has resolved any issues as of this date. If additional space is needed, please use the back of this form.

****** A copy of the complaint letter sent to the owner/agent must be attached ******

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Tenant Signature: _____ Date: _____

Inspection scheduled for: _____ Inspector: _____
Date Time