



# Village of Rantoul

Inspection Department  
Division of Rental Inspections

333 S. Tanner Street  
P.O. Box 38  
Rantoul, IL 61866

## TENANT INSPECTION REQUEST

Phone 217.893.1661 ext 101  
Fax 217.892.5501

Date \_\_\_\_\_

Property Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Tenant's Phone Number: \_\_\_\_\_

How long how have you resided at this address? \_\_\_\_\_

How long have you been aware of the problem(s)? \_\_\_\_\_

Have you informed the landlord, owner or property manager of this complaint in writing?  Yes  No  
If so please attach copy.

Have you had any additional conversation with the owner or the manager?  Yes  No  
If so, who did you speak with? \_\_\_\_\_

What is the name, address and phone number of the Property Owner? \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

(If additional space is required, use back of form)

After submitting this request, you will be contracted by a Property Maintenance Inspector within (3) working days from the day the complaint was received.

If you wish to cancel a scheduled appointment, please contract the Property Maintenance Division at 217/893-1661ext 101 at least 24 hour prior to the time and date of the inspection. You will be asked to complete the "inspection cancellation" section of this form.

\_\_\_\_\_  
Signature of Complainant/Tenant

Date: \_\_\_\_\_

## INSPECTION CANCELLATION

I wish to cancel this written request for an inspection.

\_\_\_\_\_  
Signature of Complainant/Tenant

## FOR OFFICE USE ONLY

Date request received: \_\_\_\_\_ Inspector: \_\_\_\_\_

Appointment scheduled for: \_\_\_\_\_