



# Village of Rantoul

Building Safety Department  
Rental Inspection Division

333 S. Tanner Street  
Rantoul, IL 61866

Phone 217.892.6804  
Fax 217.892.6871

## Tenant Inspection Request

Tenant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Property Manager/ Owner? \_\_\_\_\_ Phone #: \_\_\_\_\_

How long 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? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(If no notification has been sent to the landlord, you will need to do so before we can inspect)*

Who did you speak with? \_\_\_\_\_

Are you behind in your rent? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for how long? \_\_\_\_\_

Are you being evicted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when is your eviction date? \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After Submitting this request, an inspection will be scheduled within three (3) working days from the day the complaint was received.

If you wish to cancel a scheduled appointment, please contact the Division of Rental Inspections at (217) 892-6804 at least 24 hours prior to the time and date of the inspection. Please note that if you schedule an inspection and then cancel without proper notice you will be subject to a \$25.00 inspection fee.

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Today's Date

### FOR OFFICE USE ONLY

Date Request was Received: \_\_\_\_\_

Inspector: \_\_\_\_\_

Appointment Scheduled for: \_\_\_\_\_

Case #: \_\_\_\_\_