



ANKENY RENTAL HOUSING

COMPLAINT FORM

Prior to this office investigating any complaint or concern, the tenant/occupant must submit this form to the owner/agent (landlord) of the property for their signature, and provide a copy to our office. rentalhousing@ankenyiowa.gov

Name of Tenant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address of Tenant: \_\_\_\_\_

E-mail: \_\_\_\_\_

Details of alleged code violation(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An owner or agent shall have 4 days from the date of submittal to address the complaint. If the complaint is not remedied within 4 days, the Ankeny Rental Division will schedule an inspection appointment with the tenant and owner.

If, upon inspection, department staff discovers that the residential rental property is either:

- 1. Found to be in non-compliance due to an omission of the owner/agent, then the owner/agent shall be responsible for making any required repairs, and the (\$50) cost of the inspection, and shall provide a written plan of corrective action acceptable to the Ankeny Rental Division.
- 2. Found to be in non-compliance due to an omission of the tenant, then the tenant shall be responsible for (\$50) cost of the inspection.

I, (Print) \_\_\_\_\_ hereby acknowledge I have read this form, and state the above information, I provided, is correct, and agree to comply with all provisions as stated herein.

Tenant Signature

- => No person shall maintain an action for eviction because the occupant has reported a violation of this Ordinance or a related provision of the City Code to the Ankeny Rental Division or other city offices or employees.
- => No person shall cause any service, facility, equipment, or utility required under this Chapter to be removed, shut off, or discontinued in retaliation for a complaint.

Date of Submittal to landlord/owner/agent \_\_\_\_\_

Owner/Management signature \_\_\_\_\_

CITY USE DATE RECEIVED \_\_\_\_\_