

Tenant Inspection Information

This information is provided to answer some of the most commonly asked questions about the processing of interior inspections. If you have any questions or comments, please contact the Code Compliance Division.

- To request an interior inspection of your unit, please complete and submit a “Tenant Inspection Request” form. The forms are available by:
 - Visiting the Neighborhood Services Office and completing the form in person. The office hours are Monday through Friday, 8:00 am to 5:00 pm, excluding holidays.
 - Calling the department and requesting that a form be mailed to you.
 - Completing a form online at: <http://www.city.champaign.il.us>. Click on City Departments, click on Neighborhood Services, scroll down to Code Compliance Division, over on the right under Helpful Information, click on Request a Tenant Inspection.
- A completed and signed inspection request is required before an inspector may legally enter an occupied unit.
- Once an inspection request is received, the inspection will be scheduled within 3 working days.
- If you believe the problem is of an emergency nature, please speak with an inspector or indicate same on the form.
- You must be present at the time of inspection.
- If you wish to cancel a scheduled inspection, contact the Code Compliance Division at least 24 hours in advance. *You will be asked to sign the Inspection Cancellation Section of the form.*
- An inspection cannot be “cancelled” once the inspection has been completed or after a notice has been issued.
- The inspector will contact the property owner to inform them of the violations observed during the inspection, inform them that a notice will be issued instructing them to abate the violations.
- The tenant’s name, address/unit number will appear on the violation notice and a copy of the notice will be sent to the tenant.
- In some instances, the cause of the problem may be attributed to the tenant. If so, the tenant will be held responsible for the correction of the violations.



Neighborhood Services Department • 102 N Neil St • Champaign IL 61820 • (217) 403-7070 • fax (217) 403-7090 • www.ci.champaign.il.us

Please fill out the form below. Then print the form and either mail, fax or bring it into our office.

Date: _____

Property Address: _____ Apt\Unit #: _____

Your Name: _____ Phone Number: _____

Your E-mail: _____

Note: you must be the legal occupant of the unit in order to request the inspection.

How long have you resided at this address? _____ year(s) _____ month(s)

Do you have a written lease or rental agreement? Yes No

How long have you been aware of the problem(s)? _____.

Have you informed the landlord, owner or property manager of this complaint? Yes No

Please tell us who you spoke with and when: _____

What is the name and phone number of your Property Owner:

Name: _____ Phone Number: _____

Describe the problem(s): _____

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

After submitting this request, you will be contacted by a Property Maintenance Inspector within three (3) working days from the day the complaint was received. If you wish to cancel a scheduled appointment, please contact the Code Compliance Division at 403-7070 at least 24 hours 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

INSPECTION CANCELLATION

Date: ___/___/___

I wish to cancel this written request for an inspection.

Signature of Complainant/Tenant

FOR OFFICE USE ONLY

Date request received: ___/___/___

Michael J. Lambert Cliff J. Peete Susan Jones Tim Spear

Appointment scheduled for: ___/___/___ at ___:___ AM PM