



# RENTAL HOUSING COMPLAINT ON RENTAL PROPERTY CONDITION

Building Official/Zoning Administrator  
208 E Main Street, Manchester, Iowa 52057  
Office 563.927.1112 | Mobile 563.920.0867  
www.manchester-ia.org

PROPERTY ADDRESS:	UNIT NO:	DATE:
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**No inspection shall be conducted at the request of a tenant unless the tenant has first submitted his/her complaint, in writing, to the landlord no less than four (4) business days before making a complaint to the City.**

To file a complaint, fill out this form and email to [theims@manchester-ia.org](mailto:theims@manchester-ia.org) or mail to:  
City of Manchester, Tim Heims, Building Official/Zoning Administrator, 208 East Main Street, Manchester, Iowa 52057.

### OWNER INFORMATION

Name:		Phone Number:	
Mailing Address:			

### TENANT INFORMATION

Name:		Phone Number:	
Mailing Address:			

### COMPLAINANT INFORMATION (if different than Tenant)

Name:		Phone Number:	
Mailing Address:			

Describe complaint in detail. Attach a dated copy of the complaint information notice given or sent to the property owner/manager.

### COMPLAINANT INFORMATION & ACKNOWLEDGEMENT

If the City inspects the dwelling and the dwelling is found to comply, OR if such noncompliance is due to conduct on the part of the tenant, the tenant shall be liable for making the dwelling compliant. The tenant will also be responsible for any re-inspection fees.

Signature of Tenant/Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

*City Office Use Only*

Complaint Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_