

This Tenant Requested Inspection form initiates an inspection process of your rental residence. Use this form when previous attempts to have your complex management/landlord address health, life, and safety issues in your residence have not succeeded. Please know that the City has limited jurisdiction and can only enforce minimum life, health, and safety standards according to City Ordinance and Rental Inspection Program Guidelines.

Before the City can formally inspect your residence, you must fill out the form and provide evidence supporting your claims. Please document previous attempts to notify your complex management/landlord in writing about the problem(s), and demonstrate that management has not resolved the issue(s). Please also include photos of the issue(s), if possible.

If you do not have physical proof of previous written communication, please send a written request to your complex management/landlord and allow a reasonable amount of time for management to correct the issue(s).

If your complex manager/landlord then does not correct the issue(s), please take current pictures and send them and the completed, signed request form to Neighborhood Services. City staff then will:

- Notify your landlord of the tenant requested inspection
- Determine if the issue does not comply with basic life, health, and safety standards

Please keep in mind:

- The inspectors cannot test or measure for mold. Only visible mold will be considered a violation. In the case of mold, the tenant would need to hire an attorney or mold inspector for more in-depth inspections.
- The City has the authority only to require any verified violations be brought to minimum City Code requirements.
- The City cannot terminate or invalidate lease agreements. Please seek legal advice from an attorney.

If you have further questions, please do not hesitate to contact Neighborhood Services. Thank you.

Nilo A. Fanska M.S.M.

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Tenant Requested Inspection Form

1) Tenant Name _____

Address _____

Phone No. _____

2) Owner/Landlord _____

Address _____

Phone No. _____

3) Complaint: _____

*Attach additional pages or photos if necessary

Has owner/landlord been contacted about this problem? Yes _____ No _____

****If "Yes", please provide copies of any written correspondence, work orders, etc.**

4) Requested Action:

*Attach additional pages if necessary

Signature of Tenant

Date

Received by Neighborhood Services

Date