

CITY OF QUINCY

OFFICE OF INSPECTION

706 Maine Street | Third Floor | Quincy, IL 62301

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Minimum Housing Complaint Form

Today's Date: _____

Address: _____

Name:		
	First	Last
Telephone:		
Email:		

How long have you lived at this address? _____

Do you have a written lease or rental agreement?

Yes

No

Have you received any notices or summons from the landlord or owner?

Yes

No

How long have you been aware of the problems? _____

Have you informed the landlord, owner of the property, or property manager of this complaint?

Yes

No

Please tell us who you spoke with and when: _____

Property Owner Name: _____

First

Last

Please describe the problem:

X Signature

Retaliatory Eviction Prohibited: In accordance with Illinois Law (765 ILCS 720) it is unlawful for a landlord to terminate or refuse to renew a lease or tenancy of residential property on the ground that the tenant has complained to any governmental authority of a bona fide (good faith) violation of any applicable building code, health ordinance, or similar regulation. Any provision in any lease, or any agreement or understanding, purporting to permit the landlord to terminate or refuse to renew a lease or tenancy for such reason is void.

If you believe you are or have been a victim of retaliatory eviction, consult with an attorney. If you cannot afford an attorney, you may contact Land of Lincoln Legal Aid Hotline at 877-342-7891.

CHECKLIST OF COMMON CODE VIOLATIONS

RESPONSIBILITY		LIFE SAFETY / FIRE SAFETY REQUIREMENT	CODE REFERENCE
OWNER	OCCUPANT		
X		Is there a working smoke detector in EACH bedroom, in the hallway(s) outside of the bedrooms and on each level?	IPMC 704.2
	X	Are batteries maintained and charged in the smoke detectors?	MCCQ 156.02
	X	Is the water heater and furnace clear of clutter or flammable materials?	IPMC 603.3
X	X	Are all exits free from obstruction inside and outside	IPMC 702
X		Do exterior doors lock and unlock from the INSIDE without using a key, tool or special knowledge? Do windows lock?	IPMC 304.15, 304.18.1, 702.3
X		Does the water heater have a temperature & pressure relief valve and a proper discharge pipe?	IPMC 505.4
X		Is all fuel burning equipment in good repair, safe condition, properly installed, and properly vented?	IPMC 304.11, 603.1, 603.2, 603.4
X		Do all rooms used for sleeping have a window?	IPMC 403.1, 702.4
X		Are carbon monoxide detectors/alarms installed in units with fuel burning appliances and/or attached garage?	MCCQ 156.03 430 ILCS 135
	X	Are batteries installed and charged in CO detectors?	MCCQ 156.03
EXTERIOR & PREMISES			
X		Are house numbers posted and visible from the street?	IPMC 304.3
X	X	Is the lawn mown to a height of less than 10 inches?	MCCQ 92.01(N)
X		Do stairs, landings, porches, decks more than 30 inches above grade below have guards at least 30 inches high?	IPMC 306.1
X		Do stairways having more than 4 risers have a handrail?	IPMC 306.1
X		Is the exterior of the structure sound and free from structural hazards?	IPMC 304.1
X		Is the roof maintained in sound condition and water tight?	IPMC 304.7
X		Are windows free from cracked or broken glass?	IPMC 304.13
X		Are window screens provided for habitable rooms?	IPMC 304.14
X		Are porches, decks and stairways in sound condition?	IPMC 304.10
X	X	Are trash and garbage receptacles provided?	IPMC 307.2.1, 307.3.1
X	X	Is garbage and rubbish disposed of properly?	IPMC 307.2, 307.3
INTERIOR			
X		Is the structure free from infestation of insects and rodents prior to renting or leasing?	IPMC 308.2
X	X	Is the dwelling free from infestation of insects and rodents when occupied?	IPMC 308.5
X		Do all electrical switches, outlets and junction boxes have proper covers? Are there any exposed conductors?	IPMC 605.1, 604.3
X		Is the wash machine outlet grounded or protected with a GFCI?	IPMC 605.2
X		Are receptacles in working condition and capable of holding a plug?	IPMC 604.3
X		Do light fixtures operate? Provided with cover?	IPMC 604.3
X	X	Are extension cords not being used as a substitute for permanent wiring? Not run through holes in walls, above ceilings, under floors or in ways that they may be physically damaged?	IPMC 604.3
X		Is the electrical service panel provided with proper cover? Is it securely mounted? Are breakers or fuses labeled?	IPMC 604.3
X		Are there heating facilities capable of maintaining 68-degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms?	IPMC 602.2
X		Is the water heater capable of providing 110-degree water at any fixture?	IPMC 505.4
X		Are plumbing fixtures in good working order? Is a tub or shower, toilet and kitchen sink provided?	IPMC 502.1, 504.1

(Revised 8-23-2021)