



City of MUNCIE

MUNCIE, INDIANA

300 N. High Street, Muncie, IN 47305
Unsafe Building Hearing Authority

TENNANT COMPLAINT FORM

Please complete the following fields completely and with as much detail as possible.

*Denotes a required field

Use the following form to submit an Unsafe Housing complaint to the City of Muncie Building Commissioner's Office.

YOUR CONTACT INFORMATION:

Complainant's First and Last Name (Individual Filing out the Complaint) *

Complainant's Email *

Address *

Complaint's Phone # *

ALLEGED VIOLATIONS / ISSUES OF CONCERN:

Address *

Name of Landlord

Landlord Phone # or Email



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Unsafe Building Hearing Authority

Property Management Company

Please check all that apply *

- | | |
|--|--|
| ☐ Roof leak | ☐ Infestation |
| ☐ Window issues | ☐ Floors sagging/ damaged |
| ☐ Water leak | ☐ Plumbing Issues |
| ☐ No heat | ☐ Electrical Issues |
| ☐ Other (please describe) | |

*Our Department **does not cover mold**. Due to the many different types this has to be handled through a Mold Specialist*

Additional Details of Complaint*

Date*

Once this Complaint Form is submitted and reviewed one of our Inspectors will give you a call. Our office will let you know the issues are not handled through our department or set up a day and time to come out to the for an inspection.

At this time, it is important to confine all animals in a location were no issues are present.