



Rental Inspection Appeal Request Form

The following administrative options are available should you disagree with a specific violation or the time allowed for commencement or completion of the abatement of these violations.

1. Within five (5) working days, consult with the undersigned inspector to determine if a mutually agreeable course of corrective action can be ascertained; and,
2. If agreement cannot be reached, a hearing may be scheduled with the Waukeee Board of Appeals; **and/or**,
3. Within ten (10) days after the date the rental inspection report was issued, file an appeal with the Development Services Department (230 W. Hickman Road, Waukeee).

Complete the information below and submit this appeal form:

Address in Violation: _____

Units Involved in Violation: _____

Name of Appellant: _____ Owner OR Manager

Mailing Address: _____

Phone Number: _____ Email Address: _____

Describe the violation or action being appealed and explain why: _____

Relief requested from Board of Appeals:

Variance Penalty Fee Review Time Extension - *Preferred extension date:* _____

Why are you asking for the relief? _____

There is a \$100 filing fee for this appeal request. This fee must be paid at the time the form is submitted.

Signature: _____ Date: _____