



# City of **MENOMONIE**

**City of Menomonie**  
**Building Inspection/Zoning**  
800 Wilson Avenue  
Menomonie, WI 54751  
Phone 715-232-2221  
[www.menomonie-wi.gov](http://www.menomonie-wi.gov)

## **Voluntary/Complaint Based Rental Property Inspection Application**

Date: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_ Unit: \_\_\_\_\_

### **Tenant Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Landlord/Property Manager Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Reason for Requesting Inspection (attach additional pages if necessary):**

### **Please check one for each question**

Y      N

Have you submitted a work order request to your Landlord/Property Manager?

Did your Landlord/Property Manager fail to address your work order request?

Are you up to date on rent?

Have you received any recent notices regarding “Pay or Quit” or “Eviction”?

**Signature:** \_\_\_\_\_

**Fees:** *Voluntary Inspections:* The following fees shall be charged for voluntary inspections: Single dwelling unit \$30.00; Duplex rental unit \$35.00; 3 or more dwelling units \$30.00 plus \$5.00 for each additional dwelling unit. *Complaint-Based Inspections:* **There is no cost to the tenant for a complaint-based inspection.** If the inspection reveals a violation of this chapter, the owner will be charged a seventy-five dollar (\$75.00) special inspection fee if the violation is not cured within thirty (30) days of notice of the violation.

Mail check and application to the address in the header of this form.

You may submit an application by email to [inspection@menomonie-wi.gov](mailto:inspection@menomonie-wi.gov) if preferred. *Inspection appointments must be made by phone 24 hours in advance if possible.*