

## Property Maintenance Notice

ADDRESS: \_\_\_\_\_

CONCERN: \_\_\_\_\_

DEAR RESIDENT / OWNER:

The exterior of your home/business was inspected on \_\_\_\_\_ under the 2015 International Property Maintenance Code and City Ordinances. The intent of said ordinance is to maintain property values, ensuring that the City will remain a desirable place to live and work. Your cooperation in correcting the following deficiencies would be greatly appreciated.

*Not in compliance where marked (✓) with date to complete so identified.*

(✓)	DATE	VIOLATION	(✓)	DATE	VIOLATION
		Address numbers missing or unreadable			Guttering damaged or missing
		Accessory structure requires paint or repair			Junk or debris requires removal
		Deck requires paint or repair			Overgrown grass/weeds (8" max.)
		Derelict auto parts require removal			Porch requires paint or repair
		Driveway or sidewalk damaged			Roof shingles damaged or missing
		Exterior door requires paint or repair			Tree requires trimming or removal
		Exterior walls require paint or repair			Trim or fascia requires paint or repair
		Exterior walls require mildew/growth removal			Vehicle parked on unapproved surface
		Fence requires paint/repair/mildew removal			Window requires paint or repair
		Garage door requires paint or repair			Window screens require repair/replace

If you have any questions or comments regarding the above, please contact the inspector listed below at (636) 327-5102, Monday-Friday 8 a.m. to 4 p.m.

INSPECTOR: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

APPEAL INFORMATION: Application for appeals shall be received by the Office of the Building Official within 20 days of the first notice. Application shall be on the form provided by the City. If you would like to appeal this decision please contact the Building Official at (636) 327-5102.