



Village of Rantoul
Building & Environmental Safety
Rental Inspection

333 S. Tanner Street
Rantoul, IL 61866
Phone 217.892.6804
Fax 217.892.6871

Tenant Inspection Request

Tenant's Name: _____ Phone #: _____

Email: _____

Property Address: _____ Unit #: _____

Property Manager/ Owner: _____ Phone #: _____

How long have you resided at this address? _____

How long have you been aware of the problem(s)? _____

Have you informed the landlord, owner, or property manager of this complaint? Yes _____ No _____
(If no notification has been sent to the landlord, you will need to do so before we can inspect)

Who did you speak with? _____

Are you behind in your rent? Yes _____ No _____ If yes, for how long? _____

Are you being evicted? Yes _____ No _____ If yes, when is your eviction date? _____

Nature of Complaint: _____

After Submitting this request, an inspection will be scheduled within three (3) working days from the day the complaint was received.

If you wish to cancel a scheduled appointment, please contact the Department at (217) 892-6804 at least 24 hours prior to the time and date of the inspection. Please note that if you schedule an inspection and then cancel without proper notice you will be subject to a \$25.00 inspection fee. If you feel an Village employee has acted unethically in this process, please contact the Village Human Resources Manager at (217) 892-6856 to disclose this.

Tenant's Signature

Today's Date

FOR OFFICE USE ONLY

Date Request was Received: _____

Inspector: _____

Appointment Scheduled for: _____

Case #: _____



INFORMATION FOR TENANTS

Tenant's Rights and Responsibilities

- You must pay your rent and your utilities on time.
- You must keep the rental unit clean and undamaged.
- You are responsible for any damages beyond normal wear and tear.
- You may not alter the rental unit without your landlord's approval.
- If something in your residence needs to be fixed, notify your landlord right away. Some landlords use online maintenance requests systems or email. If not, provide a formal letter with a list of repairs needed and request that they be completed within a specific timeframe.
- The Illinois Retaliatory Eviction Act prohibits your landlord from evicting you for complaining to any governmental authority.

Landlord's Rights and Responsibilities

- Must keep the rental unit fit to live in.
- Must make all necessary repairs.
- Must keep the rental unit in compliance with state and local health and housing codes.
- May make reasonable rules and regulations.

Additional Resources to Assist You:

Champaign-Urbana Tenant Union <https://www.cutenantunion.org/>

44 E Main St, Suite 208, Champaign, IL 61820

cutenantunion@gmail.com

(Office is currently closed for any walk-in visits.)

Land of Lincoln Legal Aid <https://lincolnlegal.org/housing-law/>

302 N First St, Champaign, IL 61820

(217) 356-1351

Legal Advice and Referral Center

Hours: Mon – Thurs: 9 am to 4 pm, Friday: 9 am to 1:30 pm

(877) 342-7891

Illinois Department of Human Rights <https://dhr.illinois.gov/filing-a-charge/housing.html>

For housing complaints- (800) 662-3942

Illinois Residential Tenants' Right to Repair Act.

<https://www.ilga.gov/Legislation/ILCS/Articles?ActID=2605&ChapAct=765%A0ILCS%A0742/&ChapterID=62&ChapterName=PROPERTY&ActName=Residential+Tenants%27+Right+to+Repair+Act>.