

TENANT NOTIFICATION FORM FOR YOUR HABITABILITY INSPECTION

DEAR TENANT:

Your rental apartment located at _____,
will be inspected on _____ at _____,
by an inspector from the Inspectional Services Department (ISD) who will determine whether or not
the apartment you are renting is in compliance with Chapter II of the State Sanitary Code.

Please, review any conditions that may need your landlord's attention prior to the ISD inspection.

- Per City ordinance, a landlord is required to notify tenants regarding the inspection with reasonable advanced notice, once the inspection has been scheduled.
- If tenants (or landlords) are dissatisfied with any Correction Order, they can file an appeal with the Board of Health. This must be done within 7 days after you receive the Correction Order.
- Please be advised that tenants have certain responsibilities under the State Sanitary Code, specifically as they pertain to general housekeeping in their units, as well as to the proper containment of trash.

(Signature of the landlord)