



Department of Building Safety  
Code Enforcement  
101 4<sup>th</sup> Street East, Hastings, MN 55033  
p. 651-480-2342 f. 651-437-1654  
[www.hastingsmn.gov](http://www.hastingsmn.gov)

**PROPERTY MAINTENANCE COMPLAINTS OR PUBLIC HEALTH PROBLEM FORM**

***Before filling out this form, please read the following information.***

**The top portion of this form must be filled out in its entirety.** If it is not filled out completely, the City of Hastings will use their discretion responding to the complaint. Please be as accurate and concise as possible so that we may assist you! Please note that this is not the only way that complaints are handled and discretion is used to determine the urgency of the complaint.

Property Maintenance complaints will usually be inspected within five (5) business days of receiving the complaint. Occasionally seasonal workload for inspectors may delay the inspection beyond that timeframe. Should the City of Hastings find the address or individual in violation, the Code Enforcement Inspector will post or send a notice of violation. Provided that the situation does not create an eminent hazard, the individual has 7 days to respond and to abate the problem.

Should the individual choose not to respond, a Dakota County Citation may be issued. This citation is a misdemeanor offense. Once this citation has been issued, the situation is out of the Code Enforcement Inspector's jurisdiction the process can take considerably longer for compliance. According to the City of Hastings Ordinances Chapters 8, 9, and 158, plenty of time must be allowed so as to give the property owner enough time to be in compliance. Some complaints are not items covered by the City of Hastings ordinances. In these cases, warnings and citations shall not be sent.

City Ordinances require us to follow a set procedure of inspection, violation notice, time for correction and re-inspection. It may take some time for the correction to be seen by a complainant. Complaints are followed up on in the order received unless there is an imminent hazard to life or property.

Date of Complaint \_\_\_\_\_

Exact address of violation (Number and Street) \_\_\_\_\_

Do you know if the property is a rental property? \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

Complainant Name and Address \_\_\_\_\_

Daytime Phone Number of Complainant \_\_\_\_\_

E-mail address, for follow up contact (optional) \_\_\_\_\_

How do you want the City to follow-up with you on this complaint? \_\_\_\_\_

Please attach photos, maps or other information to this sheet.  
Please use the other side of this sheet if more space is needed for additional comments.

**OFFICIAL USE ONLY**

Received by \_\_\_\_\_ Referred to \_\_\_\_\_

Entered into data base \_\_\_\_\_

Photographs \_\_\_\_\_

Contact with individuals involved \_\_\_\_\_

Code Violation \_\_\_\_\_

Warning Citation # \_\_\_\_\_ Date Citation is Due \_\_\_\_\_

County Citation # \_\_\_\_\_ Court Date Scheduled \_\_\_\_\_

Referred to City Attorney \_\_\_\_\_ Referred to Hastings PD \_\_\_\_\_

Complaint follow-up action taken \_\_\_\_\_

MISC \_\_\_\_\_