



Department of Building Safety

Code Enforcement

101 4th Street East, Hastings, MN 55033

p. 651-480-2376 f. 651-437-7082

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 abatement. Provided that the situation does not create an eminent hazard, the individual has 10 days to respond and to abate the problem.

Should the individual choose not to respond, a Hastings Admin Citation may be issued. This citation is a civil fine. The process can take considerably longer for compliance. According to the City of Hastings Ordinances, plenty of time must be allowed so as to give the property owner enough time to comply. 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, abatement 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 _____

Referred to City Attorney _____ Referred to Hastings PD _____

Complaint follow-up action taken _____

MISC _____