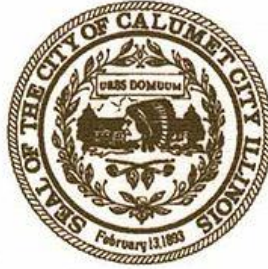


**CITY OF CALUMET CITY ILLINOIS
DEPARTMENT OF INSPECTIONAL SERVICES**

MICHELLE MARKIEWICZ QUALKINBUSH
MAYOR

SHERYL TILLMAN
BUILDING COMMISSIONER

ANTHONY TYLER
FAIR HOUSING DIRECTOR



670 Wentworth Avenue
Calumet City, IL 60409
Phone: (708) 891-8120
Fax: (708) 891-8117

Dear Property Owner/Agent:

This letter is being sent as a notification that your Annual Rental Inspection for Code Compliance is now due. We ask that you book your appointment as soon as possible to avoid any tickets or fines.

1. Once an application has been paid it is the responsibility of the property owner/ agent to schedule an initial appointment for inspection.
2. If violation exist a period of time with a re-inspection date will be given by the inspector.
3. Owner/agents will be responsible for scheduling of any cancelled appointments.
4. Additional inspections beyond the first two from payment of the annual inspection fee will require additional inspection fees as noted by the inspector if necessary.
5. If an inspection is scheduled and the tenant/ owner is not present and our inspector can't get into the property to complete the inspection, there will be a mandatory \$50.00 no show fee will have to be paid before a new inspection can be scheduled.

If you have questions, need to update owner occupied information or feel you have received this letter in error please contact our office during regular business hours, Monday thru Friday, 8am-4 pm at (708) 891-8120. I thank you in advance for your cooperation and helping keep Calumet City a clean and safe community.

Sincerely,

Anthony Tyler
Fair Housing Director