

When mailing a fee  
**DO NOT SEND CASH**

CLAIM OF APPEAL  
BOARD OF APPEALS  
BATTLE CREEK, MICHIGAN  
HOUSING CODE VIOLATION

Issue Number:

1. Address of Inspected Property:

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2. Name of Person Making Appeal:

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3. Address of Person Making Appeal:

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(Street)	(City/Zip)	(Contact phone)
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4. I am making an appeal because I think: (place an "x" next to appropriate condition) - (You must present evidence that one of these conditions apply):

A. \_\_\_\_ A City standard or order causes more hardship for me than others.

B. \_\_\_\_ The order was not a correct interpretation of the City standard.

C. \_\_\_\_ I have another way to meet City standards.

D. \_\_\_\_ Other (explain here) \_\_\_\_\_ (Over)

5. Date of the Notice of Violation I am appealing is: (from notice):

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6. Date of the Inspection: (from notice):

7. The part of the repair notice I am appealing is Violation # or time limit (be specific):

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(Over)

8. My solution to the problem would be:

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(Over)

9. What items have been completed from the violation list (list item number)?

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10. The remaining items can be completed by:

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11. Have you already had an extension of time (granted by Appeal Board or Administrator)?

Yes \_\_\_ How Long? \_\_\_ No \_\_\_

12. Is there a current and valid rental permit for this property?

\_\_\_ Yes, if yes, indicate permit # \_\_\_\_\_ No \_\_\_

13. How long have you owned the property? \_\_\_\_\_

14. I have sought assistance through the following agencies:

A. \_\_\_ City of Battle Creek Housing Rehabilitation (966-3323)

B. \_\_\_ Information and Referral Service (211)

C. \_\_\_ Bank

D. \_\_\_ Other: \_\_\_\_\_

\_\_\_ I have attached the appeal fee of \$40.00 (payable to City of Battle Creek)

**NO FEE REQUIRED FOR FIRST APPEAL.**

I affirm all of this information is correct to the best of my knowledge:

\_\_\_\_\_  
Signature Today's date \_\_\_/\_\_\_/\_\_\_ Birth date \_\_\_/\_\_\_/\_\_\_

**RETURN FORM TO:**

**By Mail**

City of Battle Creek  
Code Compliance Division  
PO BOX 1717  
Battle Creek, MI 49016

**In Person**

City of Battle Creek  
10 N. Division Street  
City Hall, Room 117

**CITY USE ONLY**

Date Received: \_\_\_\_\_ Last Appeal Date: \_\_\_\_\_ Recorded by: \_\_\_\_\_

Check Number: \_\_\_\_\_ Inspector: \_\_\_\_\_