



March 4, 2019

Dear Tenant(s):

The City of Oshkosh has implemented a rental registry and inspection program to help ensure rental properties are safe to live in. The rental registry requires landlords to register rental properties and provide contact information so City staff can reach the owner or their agent if issues arise. Under the rental housing inspection program, rental units in designated areas of the city are subject to a voluntary inspection. The inspections are limited in scope and are intended only to identify and correct any noted health or safety violations. In 2017, out of all the dwelling units that were inspected, none were found to be free of habitability (checklist) violations. In fact, the average number of habitability violations found was six (6) per unit.

Please contact the City of Oshkosh Inspections Services Division at 920-236-5054 **within 10 days** of this notice to schedule your rental housing inspection. Our office is required to schedule all inspections directly with the tenant(s). **Inspections are voluntary and typically take 30 minutes to complete.** City officials WILL NOT search the tenant's personal property. The inspector will ONLY be inspecting the physical condition of the rental unit for compliance with the health and safety items listed on the checklist shown on the back side of this letter. Inspectors are NOT looking for, nor will they report on, undocumented pets, drug paraphernalia, cleanliness, etc.

Once your inspection has been scheduled, if you are unable to meet with the inspector, please arrange for another authorized tenant who lives in the same unit as you to allow the inspector access to your unit. Otherwise, please call to reschedule the inspection.

PLEASE NOTE: It is illegal for a landlord to retaliate against a renter in Wisconsin who exercised a legal right; this includes reporting to the landlord or a government agency, such as a building or health inspector, about unsafe or illegal living conditions. There is no cost to the tenant for the voluntary inspection. Fees are only charged to the property owner in cases where health or safety violations are found if the property owner fails to make the required corrections in a timely manner.

Please contact our office with any questions regarding the inspection process.

Respectfully,

Casey Koelbl
Housing Inspector
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