

CITY OF MUSKEGON/SAFE BUILT
CODE ENFORCEMENT DEPT.
REQUEST FOR REVIEW OF CHARGE

PROPERTY ADDRESS _____ INVOICE# _____

TYPE OF CHARGE BEING APPEALED: MOWING TRASH CLEAN-UP 24-HR TERRACE

YOUR NAME _____ PHONE _____

ADDRESS _____ APPEAL DATE _____

CITY _____ INVOICE DATE _____

REASON FOR DISPUTE (*be specific*) _____

-----FOR OFFICE USE ONLY BELOW THIS LINE-----

*ORIGINAL INSPECTOR NEEDS TO COMPLETE INSPECTOR'S COMMENT SECTION

INSPECTOR'S FINDINGS: ENFORCEMENT # _____ DATE LETTER SENT _____

DATE OF W. O. _____ CONTRACTOR _____ DATE OF SERVICE _____

*INSPECTOR'S COMMENT _____

DECISION=====

DATE _____ INSPECTOR _____ Void ___ Valid ___ Reduce

CHARGEBACK CONTRACTOR? NO ___ YES ___ CONTRACTOR NAME: _____ AMOUNT? _____

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SUPERVISOR'S ACTION: DATE _____ SIGNATURE _____

Instructions for the CODE ENFORCEMENT Charges Appeal Form

Please fill out the top half of this form as thoroughly as possible and return as soon as possible. ***You only have 30 days from the invoice date to appeal the charges.*** Make sure you include the **Property Address** where the work was done. Include the **Invoice Number**, as well as the date of service (it should be on your invoice next to the description of the work).

For **Your Name** and **Mailing Address** it is important that you put your name and address even if you do not own the property. Fill out the rest of the form, including a phone number and today's date.

After **Reason for Dispute**, make sure you describe in detail why you feel that the charges are unjustified. Please be as specific as possible. If you need more room, you can use the lower half of this page or a separate sheet. It would also help if you could send or bring in a copy of any paperwork you have to support your claim. This is especially helpful if you are disputing ownership of the property, in which case a copy of the deed (dated from the County Register of Deeds) would be in order.

Mail this form and any supporting paperwork to:

CODE ENFORCEMENT APPEALS
SAFE BUILT CODE ENFORCEMENT DEPT.
933 TERRACE ST., STE 206
MUSKEGON, MI 49440

Please allow up to two weeks for paperwork to be processed. Your case will be reviewed by the Inspector and the Supervisor. We will notify you by mail of the outcome of your appeal soon thereafter.

If we are found to be in error, we will void the charges against you. If the charges are found to be valid, they will remain as billed or could be reduced, depending on the circumstances. If the matter remains unresolved, the invoice will be placed with a collection agency.

If you have any questions, please feel free to call 231-724-6766. We will be happy to assist you.
