

ICON Problem Property FOIA Request Template 5/17

_____ Neighborhood Association

Problem Property FOIA Request Template

FOIA Request File Number: _____ Date Submitted: _____

Occupied Housing: Yes/No (circle one)

FOIA Request Instructions: Go to www.springfield.il.us

Click on: City of Springfield Mayor James O. Langfelder

- Go to your Government
- Click on Open Government
- Scroll down to Illinois Freedom of Information Act (FOIA)
- Submit FOIA Online

Type the Following in the Request:

All information related to property at <address> _____:

Complaint File Recap Building and Zoning Housing Division, Permit History Inspection Reports, Administrative Court Meetings & Findings, Building Permit Details, Agreements between the City of Springfield and the current owner of the Property.

Vacant Housing with code violations including Houses on the Three Year Register List can be directly addressed with Tina Lathan (Department of Building and Zoning) at: tina.lathan@springfield.il.us Phone Number: 789-2171 ext. 5108

Questions? Email Bill Baskett at PP@SpringfieldICON.org