

# CHECKLIST FOR PARTICIPANTS IN CITY OF WAUSAU RENT ABATEMENT HEARINGS

YOU CAN PROVIDE PROOF REGARDING ANY OF THE FOLLOWING QUESTIONS BY PRESENTING:

- A) your own testimony
- B) the testimony of any witness you call
- C) the questions you ask of the other party at the hearing
- D) documents obtained from Inspection & Zoning Division and brought to the hearing
- E) photos
- F) any other relevant documents

BE PREPARED TO PROVE THE FOLLOWING:

- Are the code violations in question actually on the “Rent Impairing Violations List?” (Review the list of “Rent Impairing Violations” available at Inspection’s tab on the City of Wausau website and note which one(s) are the actual violations in this case. Example: H-302.0 and H-303.0 addresses floors, wall, ceilings, roof, however, there are three possible violations under that section, all of which have different abatement amounts.
- When did the tenancy begin, and when will it end?
- What is the monthly rent?
- Did building inspection violations occur?
- What date did an inspector note a violation(s)?
- When did the violation(s) actually first start affecting the tenant?
- What was the original “due date” given by the inspector for getting the repairs made?
- What was the date the inspector certified that the repairs were completed? OR, show that the repairs have not yet been certified as completed by the inspector.
- On what date were the repairs actually completed? OR, show that they have not yet been completed.
- How are or were the tenants affected by the violations? GIVE DETAILS about the individual nature, extent and seriousness of the violations in this case.
- What specific factors, if any, wholly outside the landlord's control, caused the landlord’s failure to comply with the repair order? Were there specific affirmative steps taken by the landlord, short of fully complying with the repair order, to minimize the impact of the uncorrected rent impairing violation conditions on the tenant. GIVE DETAILS and provide invoices.
- Were there any unreasonable actions taken by the tenant to prevent the landlord from making the repairs?
- Were any of the conditions resulting in violations of building code caused by the tenant(s) or their guests?

**REMEMBER: STICK TO THE POINT, THE HEARING IS NOT VERY LONG.**