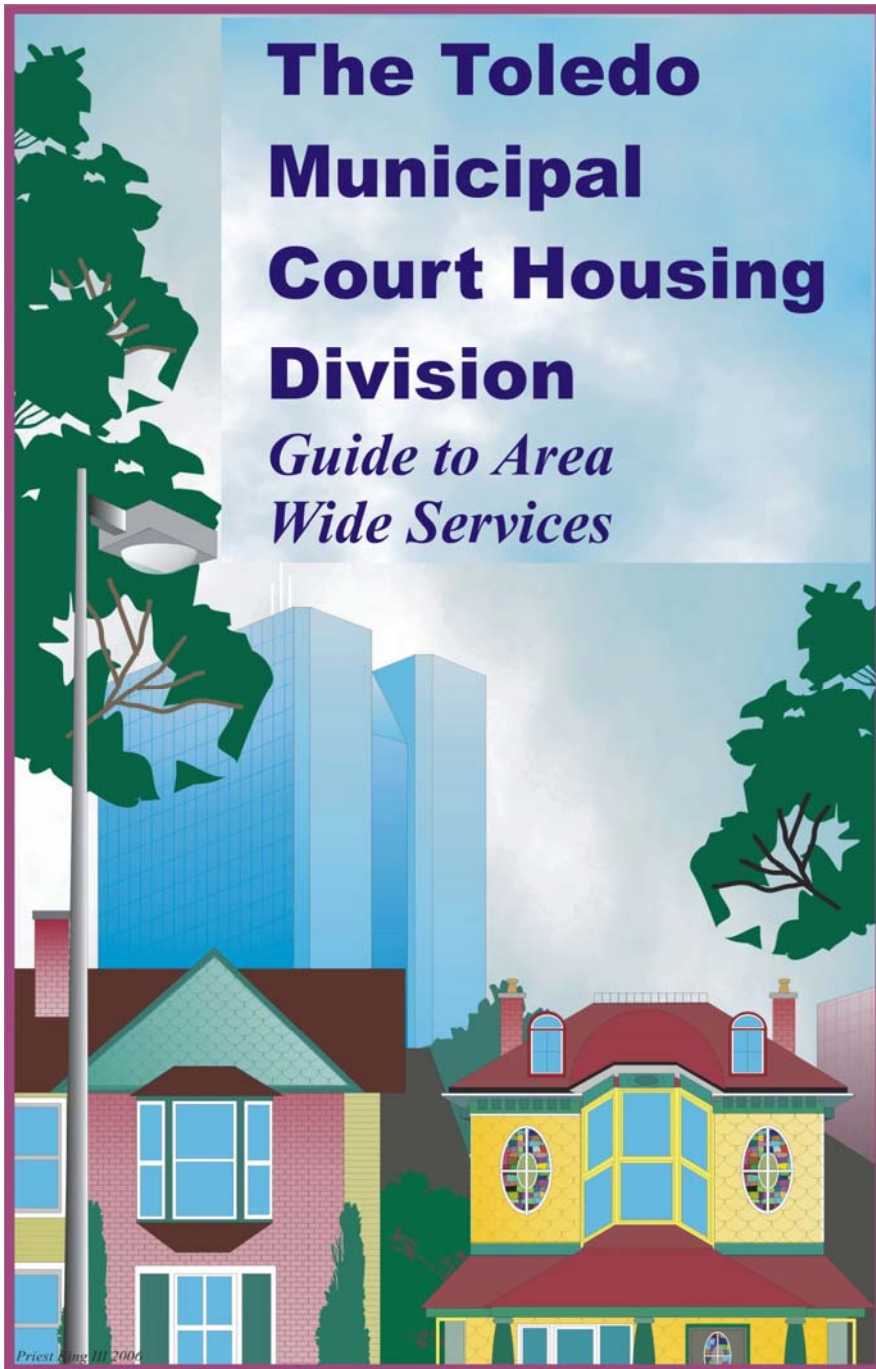


# **The Toledo Municipal Court Housing Division**

*Guide to Area  
Wide Services*



Priest King III, 2006

# THE TOLEDO MUNICIPAL COURT

555 N. Erie Street  
Toledo, Ohio 43604



## HOUSING & ENVIRONMENTAL DIVISION



JUDGE C. ALLEN MCCONNELL  
Gwen Wyse, Senior Housing Specialist  
Barbara L. Falls, Housing Specialist

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## TOLEDO MUNICIPAL COURT

555 N. Erie Street  
Toledo, Ohio 43604

The housing stock in Toledo is experiencing a slight improvement because of the many efforts of concerned citizens, community development corporations and the Housing and Environmental Court. Over the last three years, we have been fortunate enough to receive a small amount of Block Grant funds to assist with refurbishing some neighborhood homes. Generally, this process enables homeowners to bring their property into compliance after an appearance in Court. These funds have been made available to indigent homeowners and most are extremely appreciative of our efforts to help.

This brochure will be helpful in assisting citizens who must appear in Housing Court for the first time. If you are uncertain as to how to proceed, it is strongly recommended that you consult legal counsel.

In our continuing effort to educate the community regarding housing issues, I have developed a Housing Court website at [www.toledohousingcourt.org](http://www.toledohousingcourt.org). The website is very detailed regarding the duties and responsibilities of the landlord and tenant. It also contains current information regarding court appearance dates for homeowners who have received citations against their property. Finally, if you were cited and failed to appear in Court, a bench warrant would have been issued. You may find information about bench warrants on the website under the title "bench warrants."

The court wishes to take a moment to thank all citizens who take the time to care for their property. If you find that you are falling behind, please feel free to contact my court and my staff may be able to refer you to available resources within the community.



JUDGE C. ALLEN MCCONNELL  
Housing & Environmental Division  
Toledo Municipal Court

## **What is the Toledo Environmental & Housing Court?**

The Environmental & Housing Court was established in 1987, allowing the Toledo Municipal Court to consolidate all criminal and civil housing and environmental cases into a single session of Court, to be presided over by a Judge specifically elected to that position.

On January 6, 2000, Judge C. Allen McConnell was sworn in as Judge for the Housing and Environmental Court to fill the vacancy created by the retirement of Judge Roger R. Weiher. Judge Weiher died in 2005, and he will be greatly missed by all. He was a faithful and consistent advocate for quality housing in Toledo. He implemented many of the procedures adopted by the Housing Court, and he continued to offer his help and ideas until his death.

### **Criminal Cases**

The Housing Court deals with property issues that directly impact the quality of life in Toledo. The Court's goal is to achieve compliance with code ordinances, resulting in improving the beautification and safety of Toledo's housing stock and businesses. The criminal docket of the Environmental Court hears cases involving alleged violations of the Toledo Municipal Code Chapters 11, 13, 15 and 17.

Defendants appear before the Court after charges have been brought by the City's Health, Fire, Neighborhoods and Inspection Departments seeking to enforce zoning, building, health, safety and nuisance abatement codes. House stripping, fire prevention, dumping, littering, are also included in the criminal docket.

While some of the criminal defendants that come before this Court are willful violators of housing code ordinances, many of the defendants are hard-working people who have become overwhelmed by the demands of home maintenance due to financial or physical limitations. Many of these defendants are elderly and indigent.

A defendant is expected to enter a plea at the arraignment stage of the proceeding. If the condition can be corrected in a short time, or the Inspector approves, sentencing may be reserved and the case continued for a reasonable period of time to allow the defendant to do what is necessary to comply with the Code.

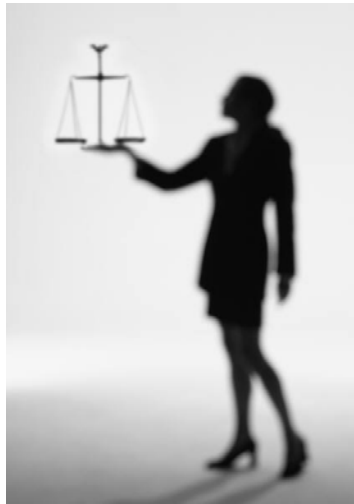
While little tolerance is given for repeat offenders and negligent investment property owners, the Court's goal of compliance is reached by most defendants through assistance rather than retribution.

## Civil Cases

The civil docket includes matters that also impact the housing stock and quality of life in Toledo's neighborhoods. Cases include landlord-tenant disputes, known as Forcible Entry and Detainer actions (FED's); rent escrows under Chapters 1923 and 5321 of the Ohio Revised Code; and civil actions filed by the City of Toledo. The City of Toledo may file a civil action for a temporary restraining order to abate a nuisance, receivership appointments to abate a nuisance, and any motions for stays of eviction or temporary restraining orders.

A Housing Court Magistrate hears the first causes of action in a FED (eviction) case, as well as rent escrow cases where tenants deposit rent into an escrow account with the Court because of a dispute with the landlord. The Magistrate's orders are submitted to the Housing Court Judge for approval. Any objections to the orders of the magistrate are referred to the Housing Court Judge for decision or hearing. Beginning in September 1993, in an attempt to expedite cases, all rent escrows are first referred to the Court's Citizen Dispute Settlement Program (CDSP) for possible resolution prior to a formal hearing.

Whenever an allegation of substandard or unfit conditions is raised at a rent escrow or FED hearing, an immediate referral is made to a Housing Specialist. In eviction hearings, a Housing Specialist may be appointed to investigate those specific conditions and other conditions constituting code violations. The property owner is ordered not to re-rent the unit until these conditions are corrected. The property owner is assisted in establishing timeframes for completion of repairs. Oftentimes, the Housing Specialist acts as a mediator between the property owner and the tenant to achieve a compromise for the particular problem.



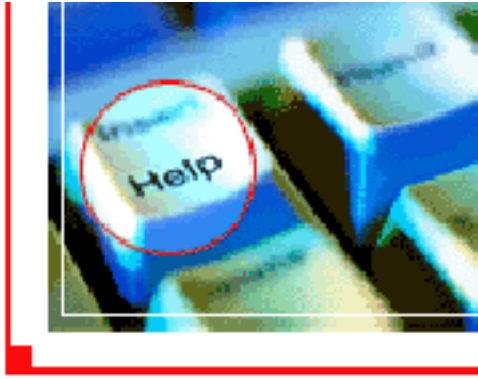
**A Word About Building Code and Nuisance Abatement Compliance:**

Local governments use building codes and nuisance abatement procedures to protect citizens and their property from health and safety hazards that could cause injury, loss of life, or other damage. These regulations are designed to help protect all individuals in the community including property owners. They address: (1) Health, (2) Fire protection, (3) Structural safety and hazards, and (4) Maintenance. These regulations help increase the value of property in the community.

When property conditions do not meet the guidelines, a written notice/order is sent to the owner, and posted at the property. The notice/order states the problem, and also states a time limit for the correction of the problem. The notice/order remains against the property until corrected by the person cited.

This guide lists many neighborhood and area wide organizations that are willing to help property owners and tenants comply with Code and Nuisance Abatement procedures. In many cases, financial assistance is available. These organizations not only help individuals, they foster pride in our neighborhoods and community as a whole.

## Need Help?



**Help**

Community development corporations (CDCs) and other charitable organizations may be able to help you. Some organizations serve the entire Toledo community while others help specific neighborhoods. Feel free to contact any of these organizations to see if you qualify for assistance today.

## Organizations that Serve the Entire Toledo Community

### **Ability Center of Greater Toledo**

Offers programs to help persons of all ages with disabilities to gain control of their lives and establish a self directed independent lifestyle. Services include peer training, advocacy and accessible housing coordination. The Ability Center offers a large selection of tools and assistance information.

**Contact: Shelley Papenfuse**  
**419/885-5733, FAX 882-4813**

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### **Area Office on Aging of Northwestern Ohio, Inc.**

Serves ten counties in Northwest Ohio including Defiance, Erie, Henry, Fulton, Lucas, Ottawa, Paulding, Sandusky, Williams and Wood.

Programs and services are for persons 60 years of age or older. Some of the programs are PASSPORT, Nutrition, RSVP, Caregiver Support, Kinship Navigator, Home Repair, HEAP, RSS, Options, and a new Aging Resource Center.

**Contact: Linda Jackson**  
**419/382-0624, FAX 382-4560**

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### **Catholic Charities, Diocese of Toledo**

#### **Housing Counseling and Family Emergency Guidance**

Catholic Charities serves the entire community and provides foreclosure prevention counseling, first time homebuyer training, emergency rent assistance and Lead Education and Awareness Programs.

**Contact: Brian Rome**  
**419/244-6711, FAX 244-4860**

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### **EOPA, Economic Opportunity Planning Association of Greater Toledo, Inc.**

EOPA serves the entire community. EOPA programs include the Senior Emergency Housing Repair Program designed to assist low-income adults age 62 years or older and the permanently disabled with emergency repairs to their homes, and the Senior Brokering Department which assists seniors 60 years and older as well as the permanently disabled.

Services provided include home visits, forms, nutrition, medical, home maintenance, appliances, utilities, and more. EOPA also provides financial home energy assistance for utility bills in Lucas County. The Community Resource Coordinators (CRC) staff can assist individuals and families by giving tools, information and referrals in housing, education, employment, nutrition and more. EOPA assists minority contractors and small businesses. The Employment Triage Center assists ex-offenders in overcoming barriers that hinder job placement.

EOPA sponsors the Head Start program and ABE and GED classes.

**Contact: Dr. Oscar B. Griffith, Jr.**  
**Executive Director**  
**419/242-7304 FAX 242-8263**

### **FOCUS, Family Outreach Community United Services**

Focus serves the entire community. Services include Homeless prevention, assistance with housing searches, case management that emphasizes budgeting and household management, and help in applying for needed rental and utility assistance.

Clients must follow case management goals and requirements in order to receive services and be referred from a shelter.

This program serves approximately 60 households per year.

**Contact: Sandra Kay**  
**419/244-2175, FAX 244-2253**

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### **Eleanor M. Kahle Senior Center**

The Kahle Senior center serves Lucas County. They provides minor home repair for elderly low-income homeowners, aged 60 years and above.

**Contact: Joyce McDaniels**  
**419/476-2745**

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### **Keep Toledo/Lucas County Beautiful, Inc.**

Keep Toledo promotes public interest, education and knowledge in maintaining a clean, safe, attractive environment through voluntary partnerships with citizens, government and businesses. Keep Toledo maintains the 255-STOP hotline number to lodge dumping and littering complaints.

**Contact: Juliana Sample**  
**Executive Director**  
**419/213-6455, FAX 213-2201**

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### **Legal Aid of Western Ohio**

Legal Aid serves the entire community. They provide free legal assistance to income eligible individuals in the following areas: eviction defense, rent escrow, illegal utility shut-offs, illegal lock-out, and other issues dealing with shelter and homelessness prevention.

**Contact: Mary Ellen Natale, Esq.**  
**419/724-0030, FAX 321-1582**

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### **NODA**

#### **Northwest Ohio Development Agency**

NODA serves the entire community. NODA provides loans, investment capital, grants and supportive services to organizations and persons within its targeted markets throughout the community.

**Contact: Tiffany Zinn**  
**419/243-3734, ext. 40. FAX 419/243-3924**  
**[www.nodatoledo.org](http://www.nodatoledo.org)**

## **Guide to Neighborhood and Area Wide Services** **CDC Neighborhood Organizations**

### **Housing East Redevelopment Corp (HERC)**

Housing rehabilitation and new houses for qualifying low to moderate income families in service area.

**Contact: Paul Hecklinger**  
**419/690-7231, FAX 419/690-7232**

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### **Lagrange Development Corporation**

For owner-occupied properties within qualifying service areas: free exterior paint program; exterior repair loans; owner-occupied rehabilitation program.

**Contact: Nancy Sobecki**  
**419/255-8406, FAX 419/255-7042**

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### **Neighborhood Housing Services of Toledo, Inc.**

Serves the entire City of Toledo. Offering properties for sale in the Old West End, Historic South Side and East Toledo. Assistance in obtaining financing for home purchases and rehab programs. Provide home buyers' education and counseling. Provide emergency and rehab loans for existing homeowners. Provide Weatherization and Warm Choice Programs free for income eligible families in Lucas County.

**Contact: Eleanor Mays**  
**HBC Coordinator**  
**419/691-2900, FAX 419/691-2980**

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**Neighborhoods In Partnership**

Service areas: Old West End, Collingwood Springs, Toledo Olde Towne, and Uptown. NIP, Inc. assists residents of their service areas with affordable housing, i.e. rental and purchase, homebuyer counseling and referrals. Small business programs and planning. Promotion and development of neighborhood commercial areas.

**Contact: Gregory Kane**  
**419/241-9682, FAX 419/243-1100**

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**NorthRiver Development Corporation**

Area served includes Cherry, Summit, Manhattan, I-280 and Bancroft. Housing and economic development programs and neighborhood beautification. Purchase and rehab homes. Offer small business services and referrals.

**Contact: Kim Cutcher**  
**419/243-3204, FAX 419/243-7918**

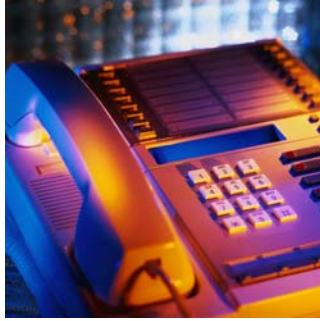
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**ONYX, Organized Neighbors Yielding Excellence, Inc.**

Area served includes Brown, Dorr, Collingwood, Anthony Wayne Trail. Total home rehab work for low and moderate income residents. New construction development. Provides down payment assistance for qualifying new homeowners.

**Contact: Deborah Younger**  
**419/244-8666, FAX 244-3955**

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**Ottawa Community Development Corporation**

Home repair assistance for eligible existing homeowners. Down-payment assistance for qualifying new homeowners. Economic development for area businesses.

**Contact: Robert Kropak**

**Executive Director**

**419/475-1510, FAX 419/475-7691**

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**River East Economic Revitalization Corporation**

Serves all of East Toledo. Assists in the creation of new businesses, from small to large, with business plans, financing packages, etc. Economic development throughout East Toledo.

**Contact: Don Monroe**

**Executive Director**

**419/698-2310, FAX 419/698-3640**

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**Toledo Community Development Corporation (T.C.D.C.)**

Free exterior paint program for owneroccupied homes in service area.

Down payment and loan assistance for purchase of Toledo Community Development Corporation owned properties, for qualified first-time buyers.

**Contact: E. Michelle Mickens**

**419/255-7500, FAX 419/255-4254**

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**Toledo Warehouse District Association**

Area served includes south adjacent downtown district.

Small business assistance including slum and blight correction action, property rehab and reuse programs, business and residential location assistance, neighborhood economic development and incentive information, facilitate loan and grant applications.

**Contact: Kathleen M. Steingraber**

**419/255-7100, FAX 419/255-6636**

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**Viva South Toledo Community Development Corporation**

Homeownership; and new home and rehabilitation construction. Assist existing businesses in stabilization and expansion.

**Contact: Dennis Wisebaker**

**Executive Director**

**419/241-1071, FAX 241-9394**

**e-mail: [vivasouthcdc@sbcglobal.net](mailto:vivasouthcdc@sbcglobal.net)**

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**Warren Sherman Area Council**

Area served includes Cherry, Delaware, Franklin and E. Woodruff.

Programs to enhance the development of housing, business and community in the Warren Sherman Neighborhood.

**Contact: Joyce Clemens**

**419/241-6479**



## **Frequently Asked Questions**

### **1. Q: I received a summons and complaint for a Housing Code violation. Is this a criminal case?**

A: Yes. Complaints filed by the City of Toledo for alleged violations of the City's Health, Building, Fire, or Zoning Codes are criminal misdemeanor cases.

### **2. Q: Can I be sentenced to jail?**

A: Yes. The maximum penalty for a third-degree misdemeanor in Toledo is a \$500 fine and 60 days in jail. The maximum penalty for a second degree misdemeanor is a \$1,000 fine and 180 days in jail for a first-degree misdemeanor. The Court will also assess court costs for each case. Each day a property is found to be in non-compliance with the City code represents a separate offense for which the defendant may receive the maximum penalty. The Judge may place a defendant on Community Control if he or she pleads no contest or guilty. During the Community Control period, a Court appointed Housing Specialist is assigned to monitor the defendant's progress towards compliance of the violation charges. If constant effort towards compliance is not shown, the Community Control may be revoked and the defendant may be sentenced to jail.

### **3. Q: Do I need an attorney to appear in housing court?**

A: As a defendant in a criminal case, you have the right to be represented by an attorney, but you are not required to have one. Many defendants appear without an attorney, called appearing "pro se." You may wish to seek an attorney's advice before your hearing to decide whether you would like an attorney to appear with you in court.

If you cannot afford an attorney but would like to have one represent you, let the Judge know at the beginning of your hearing. The court can assign an attorney if you are facing jail as a possible sentence and cannot afford an attorney.

### **4. Q: What considerations does the Judge weigh in sentencing a defendant for code violations?**

A: Some of the factors the Judge may consider are the following: the nature of the violations and their severity; the length of time the violations have existed; the attempts made by the defendant to remedy the violations; the cost to repair the violations and the defendant's financial means; and whether the property is owner-occupied or an investor property.

**5. Q: Can the City prosecute BOTH a husband and wife who jointly own a property for the same code violations?**

A: Yes, the city may file criminal charges against one, some, or all of the owners of record. However, if one spouse comes to court and pleads guilty or no contest the City may dismiss the case against the other spouse.

**6. Q: Does selling my property resolve my case?**

A: No. By selling your property, you will not be released from these charges. If you choose to sell the subject property, you must first obtain consent from the Department of Neighborhoods Commissioner and the Court. You must also make certain the purchaser has the financial ability to immediately correct all of the code violations. Work to correct these code violations must be completed within thirty (30) days of the real estate closing. If these conditions are met, your case may be closed with the Judge's discretion.

If the aforementioned conditions are not met, you may be charged with a first degree misdemeanor. Toledo Municipal Code 1726.08 (c) states, "No owner, as defined by Section 1726.01(b), shall knowingly transfer any interest in any premises which has been declared a public nuisance without first abating the nuisance or obtaining the written consent of the Director of Economic and Community Development or his/her designee." Charges against the new owner may also be filed for failing or neglecting to obey or abide with an order to abate a public nuisance.

**7. Q: I have made all of the requested repairs, yet I received a court date in the mail. Do I have to appear?**

A: YES. IF YOU FAIL TO APPEAR IN COURT, A WARRANT FOR YOUR ARREST MAY BE ISSUED.

You must appear in Court. If you do not, a bench warrant will be issued. While you may be aware that the repairs and/or clean-up of your property have been made, the City or the Judge might not know. If you have complied with the requested repairs and/or clean-up of the property, bring photographs showing the work. The legal issue before the Court is whether the alleged violations existed as of the date the property was cited, but, the Judge may take repairs made after the date of citation into consideration when imposing a sentence.

# Manufactured Home Evictions

A few important points about manufactured home evictions

1. Not all manufactured home evictions are the same. This brief outline is only intended to highlight a few major points in the process of a manufactured home eviction. You should also seek legal counsel.
  
2. First, determine whether you live in a manufactured home park. Generally, "manufactured home park" means any tract of land upon which three or more manufactured or mobile homes used for habitation are parked, either free of charge or for revenue purposes, and includes any roadway, building, structure, vehicle, or enclosure used or intended for use as a part of the facilities of the park. O. R.C. 3733.01(A).
  
3. The manufactured home park operator may bring an eviction action against the resident of the manufactured home if
  - (1) The resident is in default in the payment of rent.
  
  - (2) The violation of the applicable building, housing, health, or safety code that the resident complained of was primarily caused by any act or lack of reasonable care by the resident, by any other person in the resident's household, or by anyone on the premises with the consent of the resident.
  
  - (3) The resident is staying past the end of his or her term.
  
  - (4) The resident is in violation of rules of the public health council adopted pursuant to section 3733.02 of the Revised Code or rules of the manufactured home park adopted pursuant to the rules of the public health council.

- (5) The resident has been absent from the manufactured home park for a period of thirty consecutive days prior to the commencement of the action, and the resident's manufactured home, mobile home, or recreational vehicle parked in the manufactured home park has been left unoccupied for that thirty-day period, without notice to the park operator and without payment of rent due under the rental agreement. O.R.C. 3733.091.
4. The manufactured home park operator must properly notify the resident that they seek an eviction.
  5. Next, a trial will proceed just like any other eviction proceeding. This includes a right to a jury, and the right to confront and cross examine witnesses against you.
  6. If the Court grants the eviction but the home remains at the park, the operator of the park must give proper notice to the former resident before moving the home.
  7. Before obtaining a writ of execution allowing the park operator to sell the manufactured home, the operator must search the public records for anyone that has an interest in the home. They must notify all interested parties before selling the home.
  8. The home owner may remove the home from the park before sale or removal by the park operator. Before taking the home, the owner must make proper payment of any debts to either the clerk of courts or the park operator.

# **Mediation**

## **What Is Mediation?**

Mediation is a process that brings together opposing sides in an attempt to resolve a dispute and reach a settlement, as an alternative to the formal court process. Mediations are facilitated by a trained mediator who remains a neutral third party.

As of September of 1993, Toledo Municipal Court rent escrow cases are first referred to the Court's Citizens Dispute Settlement Program or (CDSP) for possible resolution prior to a formal hearing. Participation in mediation is voluntary.

## **Why Should I Agree to Participate in Mediation?**

When disputes are settled by a court, one party wins and one party loses. In mediation, the parties may come up with a settlement agreement that gives both parties some benefit, allowing both parties to "win." In addition, parties who participate in resolving their own disputes and coming up with their own settlements are more likely to live up to the terms of their agreement.

## **How Does Mediation Work?**

During mediation, the mediator discusses with both parties the nature of the problem and some options for resolving it. If a settlement is reached, the agreement about the parties' future conduct is put in writing and signed by both parties. This settlement agreement clearly states what the parties are agreeing to do to resolve their dispute.

The CDSP monitors contracts and reports agreement and case status back to the court.

## **What if an Agreement Can't Be Reached?**

If the parties cannot reach a settlement agreement, the dispute will be sent back to court and set for a hearing.

**Who Attends the Mediation?**

Both opposing parties must attend for a mediation to be held. Attorney representation is not needed, but you may bring one if you wish. The parties in dispute will find their own solution, with the assistance of the mediator.

**Can What I Say During the Mediation Be Used in Court?**

No. Whatever you say during the mediation is confidential and may not be used in court. The mediator's confidentiality is not binding in cases of child or elder abuse.

**What Do I Need to Bring to the Mediation?**

If the dispute involves a lease provision, rent payments, or the conditions of the unit, you should bring a copy of the lease, photos, bills or receipts and any other relevant documents to the dispute. DO NOT BRING ANY WITNESSES.

**What Does Mediation Cost?**

The Citizens Dispute Settlement Program (CDSP) is offered at no charge to participants.

**What Happens if One Party Does Not Live up to the Terms of the Settlement Agreement?**

If the agreement is not realized, the parties are instructed to contact the CDSP and speak to the mediator handling the case. At that time there may be a second effort to resolve the issue. If resolution is not possible, the case is sent to the court for hearing.

## **Hiring a Contractor**

### **Shopping for the Right Contractor, 10 Tips:**

1. Avoid work crews soliciting door-to-door.
2. Avoid a contractor that drives an unmarked van, or has out-of-state plates on his vehicles and write down license numbers.
3. Get names of contractors from members of your church or other social organizations and check with your local hardware store, or at a building supply store you frequent.
4. Be skeptical of a contractor that pressures you for an immediate decision.
5. If you are considering financing the work through the contractor, have a lawyer look over the agreement before signing.
6. Beware of contractors that quote a price that may be too cheap.
7. Ask the contractor for references of previous work done that you could look at.
8. Ask the contractor for evidence that he is licensed with the City, then call to verify that this is true.
9. The contractor should carry general liability insurance, worker's compensation, vehicle insurance and performance and completion bonds.
10. Avoid paying in cash. Pay by check or credit card.

## **10 Tips to Consider Before Signing a Contract:**

1. The contract should include a set of specifications, a description of the work to be done and the materials to be used. In some instances the City will require a drawing to be included in the specifications.
2. Make sure the contract specifies that the contractor will pull all necessary permits and will post them on your home prior to beginning work.
3. The contract should state the date work will begin and how long it will take to complete.
4. The cost for the project should be clearly stated, as well as a payment schedule, based on work due. It is common practice to pay a portion of the money when work begins and to hold a portion of the final payment until all the work is completed.
5. A good contractor should include a plan to use change orders if you and/or the contractor decides to make some changes from the original work plan. Any change order should be signed by you and the contractor, and clearly outlined what the changes will be and how much they will affect the cost.
6. Insist on copies of the contractor's liability insurance and any bonding they may have. If the contractor has employees, have them provide you with a copy of the certificate certifying that she carries Worker's Compensation Insurance to protect you in the event a worker is injured on your site.
7. The contract should describe all warranties for labor and materials used.
8. The contract should advise you that under state law you have three (3) days to back out of the signed contract if you decide not to proceed.
9. The contract should include the contractor's name, name of the company and address. Both you and the contractor should have a place to sign and date the contract.
10. If possible, have a lawyer review the contract before signing.

## **Rent Escrow Process**

Residential tenants who believe their landlord has not maintained the rental unit in accordance with the landlord's obligations may place their monthly rent payment into an escrow account with the Clerk of Toledo Municipal Court. A tenant may not be evicted for filing a rent escrow action in good faith.

The tenant should notify the landlord specifying the condition or code violation to be remedied. If the landlord does not correct the condition within a reasonable time after receipt of notice, the following procedures apply:

1. Tenant may deposit rent money with the Clerk in the Toledo Municipal Court, Civil Branch. Rent payment must be in the form of cash or money order. Once a rent escrow is established, tenant is required to continue to make monthly rent payments into Court until the matter is resolved.
2. Tenant must complete the "Application and Affidavit for Tenant Rent Escrow Form" at the time the rent money is deposited into escrow. This form asks some basic information about the tenant and landlord and the conditions that remain uncorrected.
3. The Civil Branch of the Clerk's Office will then assign a case number and open a file jacket.
4. The landlord will be notified that the tenant has placed rent into escrow.
5. If there are no housing or health code violations, the case will be sent to the Citizens Dispute Settlement Program (CDSP) within Toledo Municipal Court. That office will set a mediation date and will notify the landlord and tenant.
6. The issues discussed with CDSP and any agreement reached by the parties are not made a part of the court file and are not disclosed to the Magistrate and Judge.
7. If an agreement is not reached between the tenant and landlord at CDSP, a hearing is set before the Housing Court Magistrate, and a notice to appear is sent to the parties by the Assignment Commissioner's Office. The case may be assigned to the Housing Specialist for investigation, report and recommendations.
8. A decision will be made by the court.

## **Reporting Code Violations**

### **For complaints concerning:**

- Housing- deteriorated or poorly maintained property/painting
- Visual nuisances, eyesores in your neighborhood
- Zoning issues: junkyards; illegally parked autos on private property; fences
- Unfit interior human living conditions
- Rooming houses: check for permits and sanitary conditions
- Board-up of open buildings
- High grass/weeds on private property in your neighborhood

CALL CODE ENFORCEMENT AT: 936-2020

### **For Graffiti removal:**

The Graffiti Crew will paint over graffiti on private property with prior consent from the owner. If the reported graffiti is on a commercial property, the business will have to provide the paint and the Department of Neighborhoods Graffiti Crew will paint it.

CALL GRAFFITI REMOVAL: 936-2020

### **Abandoned or junk vehicles:**

Help reduce the blight in your neighborhood by reporting abandoned junk vehicles on city streets and vacant lots. Unauthorized parking of vehicles on private property for the purpose of offering the vehicles for sale is against the law. Vehicles violating the Toledo Municipal Code 521.10 are subject for removal.

TO REPORT JUNK VEHICLES, CALL: 245-3323

**Refuse Issues:**

Refuse containers must be placed at the point of collection no later than 7:00 am on collection day and NO EARLIER THAN 4 PM ON THE PRECEDING DAY. Spillage resulting from torn bags or damaged containers is the resident's responsibility. For pick-up of large items such as refrigerators, stoves or water heaters call the DIVISION OF SOLID WASTE, 936-2515.

TO REPORT COMPLAINTS REGARDING TRASH PICK-UP, CALL: 936-2511

**To Report Rat Harborage:**

Call the Toledo Lucas County Health Department Environmental Health Division for complaints concerning: dog bites; rodents; rat harborage, such as tall grass/weeds, junk vehicles and debris that is causing rodent infestation; infestation of roaches; sewage back-up; and unfit conditions, such as no running water or sewage back-up.

TO REPORT RAT HARBORAGE, CALL: 419/213-4100 (press option 3)

If you are uncertain who to call for questions or to report a code violation, call 936-2020.

## City of Toledo Resources

Air-Water-Land-Noise Pollution	419-936-3015
Building Inspection	419-245-1220
Carbon Monoxide Detection	419-936-1245
City Council	419-245-1050
Dead Animal Pick-up	419-936-1000
Debris in Streets (During Business Hours)	419-936-2523
(After Business Hours)	419-245-1000
Department of Economic and Community Development	419-245-1400
Dog Warden	419-255-6119
Fire Hydrants - Damaged	419-245-1000
Flooded Streets/Basements	419-936-2924
Large Item Pick-Up	419-936-2515
Leaf Pick-up	419-936-2523
Litter	419-245-1000
Mayor's Action Line	419-936-2020
Mosquito Control	419-726-7891
Nuisance Abatement	419-936-3600
Parking - On Street	419-245-1300
Parking Violations	419-245-3255
Pavement Maintenance	419-936-2523
Pothole Hotline	419-936-BUMP
Sanitary Sewer Maintenance	419-936-2924
Sidewalk Inquiries	419-245-1350
Snow Removal	419-936-2523
Storm Sewer Maintenance	419-936-2924
Street Light Outages	800-447-3333
Street Repair/Cleaning	419-936-2523
Water Discoloration/Rusting	419-242-5040
Water Loss/Theft	419-245-1800
Water Quality Information	419-936-3020

## Cleaning on a Shoestring



Cleaning your home with commercial products can be very expensive. These products are premixed, and perfumed and packaged ... and that costs money.

Create your own home-care products, and save **MONEY**.

Our home-care recipes contain common, inexpensive household items.

- Ammonia
- Baking soda
- Vinegar
- Laundry soap
- Liquid dish detergent
- Chlorine bleach

### **Ammonia**

Ammonia is a strong cleaner and should be used in a well-ventilated area. Use it to:

- Wash windows
- Clean ovens
- Clean bathroom
- Remove wax from floors

### **Baking soda**

Baking soda is a mild cleaner and keeps the house smelling fresh. It may be used to:

- Clean refrigerators
- Remove stains
- Eliminate odors
- Scrub without scratching

### **Vinegar**

Vinegar is a good basic cleaner that leaves the house shiny.

- Clean glass
- Shine chrome
- Remove mild rust stain
- Scrub without scratching

### **Laundry Soap**

Laundry soap is available in either liquid or powder form. It is used to clean:

- Clothes by hand or in the washing machine
- Make a mild cleaning solution
- Remove heavy soil grease from walls, floors, fixtures

### **Liquid dish detergent**

Liquid dish detergent is made to clean dishes. It removes food particles and grease. It can be also used to:

- Hand-wash delicate clothing
- Do small household cleaning jobs-countertops, walls, floors, appliances and fixtures

### **Chlorine bleach**

Chlorine bleach will help kill germs while cleaning. It may be used to:

- Clean and deodorize bathrooms
- Clean and deodorize kitchens
- Remove stains
- Disinfect garbage and diaper pails
- Kill mildew



## For Safety Sake...

1. Never mix chlorine bleach, or any cleaner containing chlorine, with ammonia or with cleaners containing ammonia. This produces dangerous fumes.
2. Most household cleaners are very poisonous. Be careful when storing these products. Be sure that children cannot reach them. Store them in a locked cabinet.
3. When mixing your own homemade cleaners remember: measuring utensils used for cleaners should not be used for food.
4. Always store your homemade cleaning solution in tightly closed containers, labeled correctly, and out of children's reach.



## What will Baking Soda Clean?

In the kitchen – Mix a solution by dissolving 2 tablespoons of baking soda in 1 quart of warm water. Use it to clean inside and outside of the refrigerator, small appliances, countertops and the microwave.

Swish solution in plastic food containers, lunch boxes, thermoses and baby bottles. Rinse with clear water. To remove lingering odors in plastic, soak overnight in a baking soda solution.

Make a paste of baking soda to scour the sink without scratching the surface. This paste will also remove coffee and tea stains from cups. Eliminate odors in the refrigerator by placing an open box of soda in the back of the refrigerator. Change every three months. Put a second box in the freezer.

When disposing of old boxes of baking soda, pour contents of the old boxes down drains to help keep them fresh smelling.

Sprinkle burned pot with baking soda, add a few cups water. Simmer on stove for a while, then let stand for a few hours. You can usually lift the burned food right out of the pan.

In the bathroom – sprinkle baking soda on a damp cloth and gently scour to clean and deodorize without scratching.

For the laundry for clean smelling clothes, add ½ cup of baking soda to rinse cycle.



## What will vinegar clean?

In the kitchen – save money by using the cheapest dish soap. Add a few drops of vinegar to the dishwasher. Vinegar cuts the grease and leaves dishes sparkling clean.

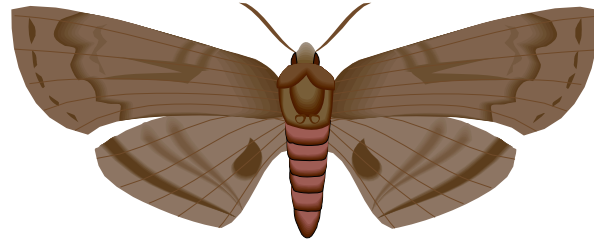
To perk up your coffee pot, simply fill the inside with a solution of half white vinegar and half water. Run through a brew cycle. Rinse thoroughly with water when finished.

To remove tarnish from copper or brass, mix a solution of equal parts salt, vinegar and flour. Apply the paste with a damp sponge and rub on the item until it's shiny, rinse and gently dry.

In the bathroom – to remove soap buildup from the shower curtain, use vinegar full strength. Rinse clean.

For stains – If your pet “does its thing” on the rug, undo the damage by sponging the spot with ½ cup vinegar diluted with 1 quart warm water. Let stand for a few minutes to dissolve stain. Wipe clean. Repeat if necessary. (A spot test is suggested on the fabric or rug to be sure that the color will not be faded or removed.)





## **MOTH BALLS (Spice Moth Balls)**

1. ½ cup whole cloves
2. 3 to 4 broken sticks of cinnamon
3. ½ cup whole peppercorns

Mix spices together. Wrap 2 tablespoons of spice in a Cheesecloth or muslin, be sure to keep spices from touching the fabric as oils from spices can stain.

## **Recipes For Making Cleaning Products**

### **General Household Cleaner**

2 tablespoons ammonia  
2 tablespoons liquid dish detergent  
1 quart of water  
Mix and use for general household cleaning.

### **Wall Cleaner**

¼ cup ammonia, 1 gallon warm water  
Combine these ingredients. Use the two-bucket method – one bucket of wash water and one bucket of rinse water – to reduce the amount of cleaner used. Change rinse water often.

### **Grout Cleaner (between ceramic tile)**

Chlorine bleach  
Water  
Scrub the grout first with hot suds. Mix the water and chlorine bleach and apply the diluted solution to the grout. Repeat procedure, keeping tile wet for five minutes.

### **Window Cleaner**

¼ cup ammonia or ½ cup vinegar  
2 quarts water  
Mix ingredients together. Store in a spray bottle and label. Good for windows, mirrors and glass over pictures.

### **Laundry Spot Remover**

1 cup laundry soap (generic brand works)  
1 cup ammonia  
1 cup water  
Mix ingredients together. Store in a spray bottle and label. Works well for grease, dirt and perspiration stains.

***Caution: do not use chlorine bleach in your wash water if you use ammonia.***

### **Rug Cleaner Carpet Freshener**

1 quart of water ¾ cup baking soda  
½ cup ammonia 2 tablespoons cornstarch  
¼ cup vinegar ¼ cup perfumed  
2 tablespoons baking soda talcum powder  
Sprinkle on carpet, let stand 5  
To 15 minutes, and then vacuum.

