

Cedartown Code Enforcement

Standard Procedures for Landlord/ Tenant Complaints

In accordance with due process of law, the following procedures must be accomplished prior to Code Enforcement interceding on the behalf of the complainant.

- 1) The tenant must review their lease agreement to verify who is responsible for making repairs to the property under their control.
- 2) If the landlord/owner is the responsible party then the tenant must notify his/her landlord/owner by sending a return certified letter documenting everything that needs to be repaired.
- 3) The tenant should request that these repairs be made within a moderate amount of time based on the nature of repairs (most issues should be resolved within 30 days).
- 4) The tenant should also make the property accessible to the landlord so that these repairs can be accomplished.

After these procedures have been executed by the complainant, and no results have been accomplished, the complainant may file a formal complaint with the Code Enforcement Officer of the City of Cedartown. At this time the Code Officer will review all documents, inspect the property (if the complainant still has control of the property) to determine if in fact Code violations exist. If violations do in fact exist, the Code Officer will summons the owner/landlord and the complainant to municipal court at which time the Code Officer will be a witness for the complainant to bring resolution to the violation(s). The ruling of the Municipal Court Judge shall be final in most cases.

Cedartown Code Officer
Joseph Martin
(770)748-3220