

2344 University Ave, Apt 3S
Bronx, NY 10468
April 24, 2025

The Administrative Review Board of Appeals
Office of the City Clerk, Room 205 City Hall
200 E. Wells Street
Milwaukee, WI 53202

Vacant Building Program
4001 S. 6th Street
Milwaukee, WI 3221-1704

RE: Maria Allen
Record ID- VAC-2-00043
Property- 3728 N 18th Street, Milwaukee, WI 53206
Re- **APPEAL OF THE VACANT BUILDING CHARGES**

Dear Sir or Madam:

I am appealing the charges on my above property regarding failure to register my building as a vacant building.

I received a copy of your letter dated April 16, 2025. You stated that my property is vacant and because it is vacant, I am required to pay a vacant building inspection renewal fee in the sum of \$254.00 per building. I did not violate any laws.

Please be advised that you are incorrect. My building is NOT vacant. Presently, my building is being totally renovated. As PROOF is a copy of my contract with the contracting company by the name of JM Luna Construction. As ADDITIONAL PROOF, I have attached a copy of one of my bank checks I paid to the general contractor James Luna, the head of the company.

My property is not vacant as you have described because the contractor and his team are working on my building. I also retained another company to clean up outside my building.

Kindly waive those charges you have alleged against me and cancel the fees you plan to impose.

I expect to hear from you.

Thank you.

Sincerely,

Maria Allen

Proposal and contract

JM Luna Construction

2740 n 41st Street Milwaukee, WI 53210

Phone: (414)507-7676 Email:M.jamesluna22@gmail.com

Submitted to: Marie Allen	Phone: 1-347-579-4952	Email: mariaallen30@aol.com
Job location: 3728 N 18 th Street	City,zip,state: Milwaukee, WI 53206	Date of plans: December 8,2022
Contractor: James M. Luna	Phone:414-507-7676	Start date:

I hereby submit specifications and estimates for the job listed above.

Lower Unit :

- All floors
- Scrape and patch throughout lower unit where needed
- Paint
- Remodel bathroom
- Install new light fixtures and outlets throughout unit
- Tare out old counter and install new one
- Replace cabinet hardware
- Paint cabinets
- Fix and/or replace doors as needed
- Place a door in pantry entrance (if possible)

Upper Unit:

- Scrape and patch throughout upper unit where needed
- Install new kitchen floor
- Removal of old flooring in living room and bedroom
- Install new flooring in living room and bedroom
- Install more cabinets in kitchen
- Install new bathroom sink
- Install new toilet
- Install new medicine cabinet in bathroom
- Fix or replace doors
- Paint
- Caulk

Back Hallway:

- Scrape and paint where needed
- Paint
- Caulk

Proposal and contract

JM Luna Construction

2740 n 41st Street Milwaukee, WI 53210

Phone: (414)507-7676 Email:M.jamesluna22@gmail.com

- Repair stairs
- Install light fixtures

Basement:

- Clean out
- Remove big table
- Fix stairs

Garage:

- Clean out
- Service doors

Outside:

- Trim bushes
- Cut grass
- Clean up trash

Terms and conditions

The above specifications from JM Luna Construction are satisfactory and are hereby accepted by Maria Allen. JM Luna Construction is authorized to do the work as described above, although start and end dates are contingent to permitting weather or anything unforeseen, work will be completed in a timely and professional manner.

All work performed will be completed for the total amount of \$9,000.00. This total only includes labor and is subjected to change due to any unforeseen complications or request. Any additional work will result in additional cost which will be discussed upon the time of finding. Payment listed above will be disburse half upon receiving and acceptance of this contract and proposal and the remaining upon completion of services.

I James Luna, hereby understand and accept the proposed work and guidelines proposed in this contract.

Contractors Signature _____ Date: _____

I Maria Allen accept the contractor's proposal and guidelines proposed in this contract.

Customers Signature _____ Date: _____

Proposal and contract

JM Luna Construction

2740 n 41st Street Milwaukee, WI 53210

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Phone: (414)507-7676 Email:M.jamesluna22@gmail.com

Additional notes or comments:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

FOR YOUR PROTECTION SAVE THIS COPY



Citibank N.A.

PAY

TO
THE
ORDER
OF

NAME OF REMITTER
ADDRESS

Citibank N.A. One Penn Plaza
New York, NY 10038

OFFICIAL CHECK

SERVICE INSTRUCTIONS

PLEASE CONSULT A CITIBANK ASSOCIATE OR YOUR CLIENT MANUAL FOR A
DESCRIPTION OF THE BANK'S POLICY CONCERNING PLACING A STOP PAYMENT
REQUEST ON THIS INSTRUMENT AND THE FEE ASSOCIATED WITH THAT REQUEST

DATE

NON NEGOTIABLE

TERMS

KEEP THIS COPY FOR YOUR RECORD OF THE TRANSACTION. TO REPORT A LOSS OR FOR ANY OTHER INFORMATION
ABOUT THE INSTRUMENT, CONTACT THE INSTITUTION FROM WHICH YOU RECEIVED THE INSTRUMENT.

Vacant Building Program
4001 S 6th Street
Milwaukee, WI 53221-1704

April 16, 2025

MARIA S ALLEN
2344 UNIVERSITY AVE APT 3S
BRONX, NY 10468

Record ID: VAC-20-00043

Re: 3728 N 18TH ST

The buildings at the above address were found to be vacant and subject to the Vacant Building Registration Program: SINGLE PRIMARY STRUCTURE. Because the building(s) remained vacant for a period of 6 months you are required to pay a vacant building inspection renewal fee of \$254.00 per building.

You are being charged \$508.00 additional because you had code violations at the time of the semi-annual vacant building registration renewal.

The total fee is \$508.00. This fee includes a 1.6% training and technology surcharge.

Please pay online at milwaukee.gov/lmspay

Checks should be made payable to City of Milwaukee and sent to:

Department of Neighborhood Services
Attn: Cashier
841 N. Broadway, Rm 105
Milwaukee, WI 53202

Any outstanding fees not paid by August 31, 2025 will automatically be assessed to your 2025 tax bill. For questions regarding this fee, call 414-286-2268. More information on this program is available at <http://www.city.milwaukee.gov/dns/vbr>

If you wish to appeal these charges you must file that appeal within 30 days of the date of this letter. It must be filed with: The Administrative Review Board of Appeals, Office of the City Clerk, Room 205 City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202. 414-286-2231. Please contact them to obtain the proper application form. There is a \$25.00 fee required when filing the appeal.

Please be advised that if you have filed for bankruptcy, this letter is for informational purposes and is not intended to be construed as an attempt to collect a debt during the pendency of your bankruptcy as other conditions may apply.

bottom portion and return along with check

(Please write taxkey on check)

Detach

4/16/2025

Vacant Building Inspection Payment Stub

Taxkey: 2710301000

Receipt of ARBA Fee

Date:	4/29/25
Received Of:	Marie Allen
Property at:	3728 N. 18 th St.
Received By:	LME
Check # (If Applicable):	Money order 2112069797
Amount:	\$25.00