



IMPORTANT NOTICE: A \$25 FILING FEE MUST ACCOMPANY THIS APPEAL, WITHIN THE DEADLINE REFERENCED BY THE BILL.

Checks should be made payable to: City of Milwaukee and a copy of the bill should be included with your appeal

IMPORTANT NOTICE FOR CUSTOMERS PAYING BY CHECK

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

IF THE CHARGES HAVE ALREADY APPEARED ON YOUR TAX BILL, THIS APPEAL CANNOT BE FILED.

TO: Administrative Review Board of Appeals
City Hall, Rm. 205
200 E. Wells St.
Milwaukee, WI 53202
(414) 286-2231

DATE: 09/23/2025

RE: 1559-1561 S 9th St Milwaukee WI, 53204
(Address of property in question)

Under ch. 68, Wis. Stats., s. 320-11 of the Milwaukee Code of Ordinances, this is a written petition for appeal and hearing.

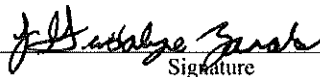
I am appealing the administrative procedure followed by Department of Neighborhood Services (DNS)
(Name of City Department)

Amount of the charges \$ \$2,032.00

Charge relative to: Vacant Building Program

I feel the City's procedure was improper due to the following reasons and I have attached any supporting evidence, including city employee's names/dates which I spoke to regarding this issue and copies of any city orders received:

I want to inform the board of appeals that I closed on the property listed above on November 20th, 2024, and it remained fully occupied up until recently on September 2025. I recently had two tenants leave after not paying rent for several months. I am currently working on submitting a vacant building application for the 2 vacant units while I complete the necessary repairs and remodeling as the tenants left the units in disarray. Included with this form you will find the rent schedule at time of closing and the contact information for the tenants. I want to note that the code violations have been corrected and the building was marked in full compliance by the area inspector named Dave on 09/23/25. In this appeal I ask that the board waives the charged fees or reduces them so that in return I can put that money back into the property. Moving forward my wife and I will ensure our building remains compliant with DNS. All this process has been a huge learning curve for my wife and I after being left to hang by the property manager we were working with. I appreciate the board taking their time look over this appeal.


Signature

Jose Zavola

Name (please print)

3178 S 107th St West Allis, WI 53227
Mailing address and zip code

262-327-2144
Daytime phone number

zavalag10@gmail.com

lupitar0123@yahoo.com

E-Mail Address(es)

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

August 29, 2025

GUADALUPE RODRIGUEZ SANCHEZ
JOSE GUADALUPE ZAVALA
3178 S 107TH ST
WEST ALLIS, WI 53227

Record ID: VAC-23-00494

Re: 1559 S 9TH 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 \$2,032.00 additional because you had code violations at the time of the semi-annual vacant building registration renewal.

The total fee is \$2,032.00. 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.

Detach

bottom portion and return along with check

(Please write taxkey on check)

8/29/2025

Vacant Building Inspection Payment Stub

Taxkey: 4611143000

WISCONSIN REALTORS® ASSOCIATION
4801 Forest Run Road Madison, WI 53704

ADDENDUM R TO THE OFFER TO PURCHASE - RENTAL PROPERTIES

1 This Addendum is made part of the Offer to Purchase dated October 12, 2024 made by the Buyer Jose
2 Zavala, Guadalupe Rodriguez with respect to the Property at 1559 S 9th
3 St 1561, Milwaukee, Wisconsin 53204.

4 The Property is subject to rental agreements, either written or oral leases for a definite period of time, or oral or written
5 rental agreements for periodic tenants, such as month-to-month tenants, who pay rent on a periodic basis. Buyer takes
6 the Property subject to tenants' rights.

7 **RENT SCHEDULE:** The parties agree that the following Property rental information is current and correct with respect
8 to any leases and any month-to-month tenancies or other periodic tenancies, whether written or oral:

Unit Number	Written or Oral Rental Agreement	Lease Expiration Date/Tenancy Type	Rent Amount	Rent Due Date	Security Deposit	Delinquent Rents	Penalty Fees Due
1559 C	written	11/30/2024 month to month	\$575.00	11/01/2024			
1559 A	written	11/30/2024 month to month	\$750.00	11/01/2024	\$750.00		
1561	written	11/30/2024 month to month	\$600.00	11/01/2024			
1561 A	written	11/30/2024 month to month	\$825.00	11/01/2024	\$825.00		
1559	written	11/30/2024 month to month	\$600.00	11/01/2024			
1559 B	none		\$700.00	11/01/2024			

[Attach additional schedules if needed]

21 **LEASES:** Complete copies of all current written leases, and all rental applications received for current tenants (are
22 attached to this Offer) (shall be furnished to Buyer within 40 days of acceptance) [STRIKE ONE]. If Buyer does not
23 receive these documents by the applicable deadline, or if the lease terms or rental applications are materially different
24 from Seller's representations or do not comply with applicable law, Buyer may deliver written notice stating Seller's
25 noncompliance to Seller within 40 days of acceptance and this Offer shall be null and void.

26 **PERSONAL PROPERTY:** The following appliances and equipment are not fixtures. They are included in the sale and
27 are now, and will be at closing, in good working order. State the number of each category of item included in the sale
28 and attach detailed schedules, if necessary:

Refrigerators	Unit Window Coverings	Dryers	Other:
Stoves	Water Softeners	Snow Blowers	Other:
Window Air Conditioners	Washing Machines	Lawn Mowers	Other:

33 The total value of these items is \$ _____; this amount shall be excluded from the real estate purchase price
34 on the Wisconsin Real Estate Transfer Return. Title to these items shall be transferred at closing by Bill of Sale.

35 **INDEMNIFICATION:** At closing Seller shall assign all right, title and interest in the Leases to Buyer and Buyer shall
36 assume all duties, liabilities and obligations thereunder as landlord. Buyer shall indemnify and hold Seller harmless from
37 any claim or loss first arising from events occurring after closing.

38 **RENT:** All rent for the month of closing shall be prorated through the day prior to closing. Seller may collect any
39 delinquent rent which was due before closing for Seller's account. Seller cannot use security deposits for delinquent rent.

40 **MAINTAIN RENTAL OPERATIONS:** Unless otherwise agreed by the Parties in writing, Seller shall give delinquent
 41 tenants appropriate notices of default, evict tenants who fail to timely cure their defaults, sue evicted tenants for
 42 delinquent rents and damages in excess of security deposits, and repair damaged units.
 43 **VACANT UNITS:** Except as provided on lines 67-70 below, Seller (shall) (shall not) STRIKE ONE ("shall" if neither is
 44 stricken) rent vacant units.
 45 **CHANGE IN TENANT STATUS:** Seller shall give Buyer prompt written notice of any tenancy termination, unit
 46 abandonment, tenant plans to vacate a unit, or a material breach of lease terms or a rent delinquency continuing for more
 47 than _____ days ("7" if left blank), occurring after the date on line 1 of this Offer.
 48 **RENTAL AGREEMENT EXTENSIONS AND RENEWALS:** Seller shall not, without Buyer's written consent, renew an
 49 expiring lease or extend a lease term; change the terms and conditions of a lease, a month-to-month tenancy or other
 50 periodic tenancy; or enter into a written lease with a month-to-month or periodic tenant.
 51 **SECURITY DEPOSITS:** Seller shall transfer the full amount of all security deposits to Buyer at closing without offset,
 52 unless the parties otherwise agree in writing. Seller may pursue any claims that Seller may have against tenants directly
 53 against the tenants.
 54 **TENANT RECORDS:** Seller shall give Buyer a copy of all tenant records at closing including any check-in reports,
 55 payments records, correspondence, notices, etc.
 56 **NOTICE OF CONTACT PERSON CHANGES:** (Seller) (Buyer) STRIKE ONE ("Buyer" if neither is stricken) shall give all
 57 tenants written notice within 10 business days of closing advising them of the sale and all new contact information for rent
 58 payments, maintenance requests, and receipt of legal process and notices per Wis. Admin. Code § ATCP 134.04(1)(b).
 59 **EVICITION:** After closing, Seller shall complete any eviction action begun before closing at Seller's cost, unless Buyer,
 60 at Buyer's cost, moves the court to be substituted or joined as plaintiff, per Wis. Stat. § 803.10(3). If Seller gave tenant(s)
 61 notice prior to closing to vacate the premises and the tenant(s) have failed to timely comply with the notice by the time of
 62 closing, (Seller) (Buyer) STRIKE ONE ("Seller" if neither is stricken) shall take all steps necessary to remove the tenants,
 63 including the filing of an eviction action, at that party's cost, unless otherwise provided in writing.
 64 **DELINQUENT RENT COLLECTED:** Any delinquent rent or fees collected after closing pertaining to rent due and
 65 payable prior to closing shall be paid to Seller's account unless otherwise agreed by the Parties in writing.

66 **THE FOLLOWING PROVISIONS ARE A PART OF THIS ADDENDUM ONLY IF MARKED, SUCH AS WITH "X":**
 67 n/a **REQUESTED VACANCIES:** Seller shall give all notices necessary to terminate the tenancy of the tenant(s) in
 68 unit(s) _____ so that these units will be vacant (at closing) (on _____) STRIKE ONE. If these
 69 tenant(s) do not timely vacate the premises, (Seller) (Buyer) STRIKE ONE ("Seller" if neither is stricken) shall be
 70 responsible to take all steps necessary to remove the tenants, including the filing of an eviction action, at that party's cost.
 71 n/a **NEW VACANCIES:** If _____ or more units which were occupied on the date on line 1 of this Offer are vacant
 72 on the day before closing, Buyer may deliver to Seller a written notice of termination and this Offer shall be null and void.
 73 **DEFAULT NUMBER OF DAYS:** Default number of days is 20 if nothing is entered on blank lines requiring entry of a
 74 number of days and there is no specific default stated within the provision.
 75 **ADDITIONAL PROVISIONS:** _____
 76 _____
 77 _____
 78 _____
 79 _____
 80 _____
 81 _____

82 Smoke Detectors Save Lives brochure: <https://dsos.wi.gov/Documents/Programs/SmokeAlarms12FamilyHomes.pdf>
 83 Carbon Monoxide Detectors brochure: <https://dsos.wi.gov/Documents/Programs/FirePrevention/CarbonMonoxideGas.pdf>

84 **The parties have read and understand this Addendum R and acknowledge receipt of Addendum R by initialing**
 85 **and dating below:**

86 12 GR 11/20/2024 DCH 11/20/2024
 87 (Buyer(s)' Initials) ▲ (Date) ▲ (Seller(s)' Initials) ▲ (Date) ▲

Copyright © 2021 by Wisconsin REALTORS® Association Drafted by Attorney Debra Peterson Conrad
 No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.

1559-61 S 9th St Tenants

Address	Name	Phone #
1559 S 9th	Micaela Rebolledo	414-507-2214
1559A S 9th	Eylyn Rivera	414-870-0259
1559B S 9th	Efrain and Elizabeth Sanchez	414-252-8390
1559C S 9th	Irene Rebolledo	414-916-9633
1561 S 9th	Joanna Rodriguez	414-940-9562
1561A S 9th	Shantae Reed	414-539-1739

Receipt of ARBA Fee

Date:	9/24/25
Received Of:	Jose Zavala
Property at:	1559-61 S. 9 th St.
Received By:	LME
Check # (If Applicable):	1002
Amount:	\$25.00