



Omaha Neighborhood Scan  
University of Nebraska at Omaha  
Annex 27, 6001 Dodge St.,  
Omaha NE, 68132  
<http://neighborhoodscan.unomaha.edu>

# Sample letters used for neighborhood mailings



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April 28, 2006

<Insert address>

Dear <Insert Property Owner Name>:

The Miller Park-Minne Lusa Neighborhood Association (MPMLNA) has been working with the University of Nebraska at Omaha and the City of Omaha on a new program called Omaha Neighborhood Scan. This program helps neighborhoods inventory the condition of their area's housing stock, focusing on land use, environmental conditions and overall housing conditions. Recently, a scan was completed for a portion of the Miller Park-Minne Lusa Neighborhood Association area. Eventually we hope to scan the whole MPMLNA area to get an overview of all housing and commercial buildings in our association boundaries.

A housing scan was conducted on your block between January 4 – February 1, 2006 rating each property on 22 different environmental and housing factors. A total of 549 units in the northeast section of the Miller Park-Minne Lusa Neighborhood were scanned by volunteer residents and UNO project staff.

Congratulations! Your property, <insert property address here>, is in good condition. No major code violations were noted during our scan. You and other property owners like you raise the standard of living in Miller Park-Minne Lusa and act as a catalyst for positive change in the neighborhood. Miller Park-Minne Lusa Neighborhood Association is trying to take a proactive approach to maintaining home values and the quality of life we all enjoy.

A one page summary is enclosed. Included on one side is a map of the Miller Park-Minne Lusa scan area and on the other side is a profile of the neighborhood. For information on any minor code violations noted on your property, please e-mail Omaha Neighborhood Scan at [neighborhoodscan@mail.unomaha.edu](mailto:neighborhoodscan@mail.unomaha.edu). If you do not have access to the Internet you can call the number below for more specific information about your property. You can also contact Sharon Olson, chair of the MPMLNA code committee at (402) 455-2544.

Our hope is that the scan process and this letter will be helpful to you in planning future maintenance efforts. We also want to make all of our neighbors aware of the housing conditions within the neighborhood association's boundaries. The Miller Park-Minne Lusa Neighborhood Association will be holding educational meetings and home improvement workshops in the coming months. Please be on the lookout for information on these events.

If you have any questions, please call the Omaha Neighborhood Scan office at 554-2702. Leave a message with your name, contact information, and question if no one is available. We will call you back promptly.

Sincerely yours,

Larry Reynard  
President  
Miller Park-Minne Lusa Neighborhood Association

Russell L. Smith, Ph.D.  
Director, Omaha Neighborhood Scan  
UNO School of Public Administration



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A housing scan was conducted on your block between January 4 – February 1, 2006 rating each property on 22 different environmental and housing factors. A total of 549 units in the south section of the Miller Park-Minne Lusa Neighborhood were scanned by volunteer residents and UNO project staff. A general profile sheet showing overall findings, as well as a map of the area is enclosed for your information.

Scan findings were sorted into 3 categories – “no problem”, “minor problem” or “major problem.” A major problem is defined as a problem that affects more than 25 percent of the property’s area. This same measure is used by the City of Omaha’s housing inspection staff. We noted <insert number> major problem(s) on your property, <insert property address here>. These problems are listed below.

- Problem 1
- Problem 2
- Problem 3

As noted above, these are violations of the International Property Maintenance Code for the property. We are sending you this letter so you will be aware of these problems and to encourage you to take steps to repair your property. Our goal is to alert you to the problems your property faces and give you the opportunity to get help in bringing your property up to a higher standard.

Miller Park-Minne Lusa Neighborhood Association is trying to take a proactive approach to maintaining home values and the quality of life we all enjoy in this area of town. We do not wish to see any property left behind. Studies show that abandoned or unkempt properties hurt everyone’s property values. We also understand that some property owners may need some help in maintaining their property, so we encourage you to call or e-mail the Scan office or the listed neighborhood contact.

For more specific information on any code violations noted for your property, please e-mail Omaha Neighborhood Scan at [neighborhoodscan@mail.unomaha.edu](mailto:neighborhoodscan@mail.unomaha.edu). If you do not have access to the Internet you can call 554-2702 for more specific information about your property. You can also contact Sharon Olson, chair of the MPMLNA code committee for information (455-2544). If you have any questions, please don’t hesitate to call the Omaha Neighborhood Scan office at 554-2702. Leave a message with your name, contact information, and question if no one is available. We will call you back promptly.

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- Problem 1
- Problem 2
- Problem 3
- Problem 4
- Problem 5
- Problem 6
- Problem 7

As noted above, these problems are major violations of the International Property Maintenance Code for the property. We are sending you this letter so you will be aware of these problems and to encourage you to take steps to repair your property. Our goal is to alert you to the problems visible on your property and give you the opportunity to get help in bringing your property up to a higher standard. **Your property will be re-scanned in 60 days.** If progress is not noted, a reminder letter will be sent to you.

For more specific information on any code violations noted for your property, please e-mail Omaha Neighborhood Scan at [neighborhoodscan@mail.unomaha.edu](mailto:neighborhoodscan@mail.unomaha.edu). If you do not have access to the Internet you can call 554-2702 for more specific information about your property. You can also contact Sharon Olson, chair of the MPMLNA code committee for information (455-2544).

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