1. COMPLAINANT'S NAME: _____

ADDRESS: _____

E-MAIL: _____

AFFILIATION: _____

2. NAME OF COMPANY/LANDLORD/MANAGER THE COMPLAINT IS AGAINST:

ADDRESS (if known) _____

TELEPHONE #: _____

3. COMPLAINT:
(Describe your complaint in details; include copies of any related correspondence, documents, rental agreement, proof of pay and any material relevant to the complaint; continue on the back of the form if necessary)

The above information is true and accurate to the best of my knowledge.

Signature of complainant: _____

4. HOW DO YOU FEEL YOUR COMPLAINT SHOULD BE RESOLVED?

5. LANDLORD'S RESPONSE:

The above information is true and accurate to the best of my knowledge.

Name of person responding _____ Signature _____

TENANT'S COMPLAINT (CONTINUED)

LANDLORD’S RESPONSE (CONTINUED)

6. RESOLUTION

NOTE: The information you provide will be used in an effort to resolve your problems and will be shared with the party complained against. When the action is completed the complaint and the landlord's response will be available for review in our office.