TENANT COMPLAINT FORM

Date: __________________________  File #: __________________________

Tenant(s) Name: __________________________________________________________
Address of Complaint: ____________________________________________________ Unit: _______
Current Residing Address: _________________________________________________
Telephone Number: _______________________________________________________
Email: _________________________________________________________________
Landlord’s Name: _________________________________________________________
Landlord’s Address: _______________________________________________________
Landlord’s Telephone Number: _____________________________________________

Please inform our office of any change in contact information immediately in order to contact you.

Please fill in the blank spaces and mark the appropriate boxes

Does the landlord live in this same dwelling? □ Yes □ No
Do you have a written or oral lease? □ Written □ Oral
Do you have a month to month lease? □ Yes □ No
Are you still living in the unit? □ Yes □ No
Is your lease still in effect? □ Yes □ No
How long have/did you live in unit? ________________________________
When was the start date of your lease? ________________________________
When is (was) the lease expired? ________________________________
What is (was) the current monthly rent? ________________________________
What is the “proposed” new rent? ________________________________
Did you receive written notice at least 30 days prior to increase? □ Yes □ No

According to your lease, what utilities (if any) are the tenants responsible for?
□ Water & Sewer □ Heat □ Gas □ Electric

Please complete the front and back of this complaint form.
Has the “Standard of Service” in your unit been in violation?  □ Yes  □ No

5.80.110 Standard of Service: “During the term of the rental, the landlord shall maintain the same standard of service, maintenance, furnishings or equipment in the rental unit as he or she was required to do at the commencement of the lease. An individual tenant or class of tenants who do not receive substantially the same standard of service, maintenance, furnishings or equipment may appeal to the rent control board for a determination of the reasonable rental value of the rental unit in view of deficiency. Upon such determination such tenant or class of tenants shall only be required to pay that reasonable value in lieu of full rental payment, until the deficiency is corrected”.

In the space provided below describe your complaint. Please attach any documents that may be helpful regarding this complaint.

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If this is a ‘Standard of Service’ Complaint, has your landlord been contacted regarding this matter and how has he/she responded?

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Please provide the following documentation with this Complaint Form:
   □ Copy of Current Lease & previous lease(s) if applicable
   □ Copy of New Lease
   □ Rent Receipts and/or Cancelled Checks