

Complaint Form

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**COMMUNITY
DEVELOPMENT**
Professional. Thorough. Responsive.

Date

Location of Complaint

Complainant Name

Phone Number

Complainant Address

City

State

Zip Code

Notice to Complainant

If there is a complaint indicating there is a violation of the Property Maintenance Code, it must be made in writing with:

1. The signature and method to contact the person filing complaint; and
2. In most cases, where a tenant is complaining against their landlord, verification that the owner or the responsible local agent for the property has been notified of the alleged violation (except in emergency situations involving the health, safety, or welfare of an occupant of the property).

Upon receiving this information, an inspection will be scheduled. If an inspection is initiated by a complaint and no violation is found to exist, no inspection fees will be assessed against the owner of the inspected rental unit, but an inspection fee may be assessed against the complainant if the complaint is found to be frivolous or malicious.

I HAVE READ AND UNDERSTAND THE ABOVE STATMENT

Signature of Complainant

Date

Nature of Complaint (Use back of form if additional space is required)

For Office Use Only

Received On

At

am/pm

Received By

☐ Mail ☐ In Person

Received By

Property Owner Name

Phone Number

Property ID #

Property Owner Address

City

State

Zip Code

☐ Rental Property

☐ Rental Registered

Last Inspection Date

☐ Owner Occupied

☐ Unregistered