Rent Tenant Complaint Intake Form

Part 1 – Complaint Address

Complaint Address

Address: _____
Street Address *Apartment/Unit #*

_____
City *ZIP Code*

Part 2 – Tenant Information

Tenant Information

Full Name: _____
First *M.I.* *Last*

Home Phone: _____ Cell Phone: _____

Email _____

Language Spoken: _____

If Mailing Address Different from Complaint Address: _____
Mailing - Street Address *City & Zip Code*

Part 3 – Landlord Contact Information

Landlord Contact Information

Landlord Name: _____ Business Name: _____

Street Address: _____ City, State, Zip: _____

Language Spoken: _____ Email: _____

Work Phone: _____ Cell Phone: _____

Part 4 – Rental Unit Details

Rental Unit Details

Type of Rental Unit: _____ Current Rent Amount: $ _____

Move In Date: _____ Total Bedrooms: _____

Number of People Living in Rental Unit **Over** 18 Yrs. & Older: _____

Number of People Living in Rental Unit **Under** the age of 18 Yrs. Old: _____

Receive Section 8?: _____

Live in an Illegal Unit?: _____

Part 5 – Reason(s) for Complaint

Reason(s) for Complaint	
❑ Unit Not Registered	
❑ Illegal Eviction	Date of Notice: _____ Reason for Eviction: _____
❑ Non-Payment of Relocation Assistance	Reason for Relocation Assistance: _____
❑ Illegal Rent Increase	Date of Rent Increase Notice: _____ Reason for Rent Increase: _____ Rent Before Increase:$ _____ Rent After Increase: $ _____
❑ Reduction of Services	❑ Reduction of Services Date of Housing Service Removed: _____ Type of Housing Service: _____ Utility Shut Off Date: _____
❑ Failure to Post RSO Notification on Property	
❑ Required Online Rent Payment or Electronic Fund Transfer	

Who pays for Gas and Electricity for your Rental Unit?

Gas ❑ Tenant ❑ Landlord

Electricity ❑ Tenant ❑ Landlord