



Montgomery County Department of Housing and Community Affairs
Division of Housing/Office of Landlord-Tenant Affairs
1401 Rockville Pike, 4th Floor, Rockville, MD 20852
Telephone: 240-777-0311; TDD 711; FAX: 240-777-3691
Web: www.montgomerycountymd.gov/dhca
Email: olta.intake@montgomerycountymd.gov



Dear Landlord/Tenant:

Attached find the Montgomery County Landlord-Tenant Complaint Form you requested. To help us better serve you, please follow these steps when filling out the form:

1. Fill out the Form accurately and completely.

Please provide a detailed but concise description of the complaint and attach additional pages if necessary.

2. Send a copy of the completed Complaint Form to the other party.

Please wait seven (7) days for the other party to resolve your complaint.

3. If, after waiting seven (7) days, the other party has not resolved your complaint., send the completed Form to the Office of Landlord-Tenant Affairs.
4. Please provide the following documentation with the Complaint Form (if applicable):

- ▶ Lease agreement (including all addenda);
- ▶ Correspondence to or from the landlord/tenant;
- ▶ Receipts for repairs; and
- ▶ Photographs, videotapes, or any other documentation in support of this complaint.

Once our Office receives your complaint form, you will be notified in writing of the case number and the name and telephone number of the Investigator assigned to your case.

If you have any questions regarding any of the above, please contact the Office at:

- ▶ 240-777-0311 (outside the County) or 311 (within the County);
- ▶ email - olta.intake@montgomerycountymd.gov; or
- ▶ website - www.montgomerycountymd.gov/dhca.



LANDLORD-TENANT COMPLAINT FORM

PART I: Person(s) Filing the Complaint
 Landlord Tenant

Mr./Mrs./Ms _____
 Mr./Mrs./Ms _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Evening Phone _____

Email Address _____

PART II: Complaint Against
 Landlord Tenant

Mr./Mrs./Ms _____
 Mr./Mrs./Ms _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Evening Phone _____

Email Address _____

PART III: Rental Property

Check One:
 Single-Family (House/Townhouse)
 Multi-Family (Apartment/Condo/Accessory)

Address _____

City _____ State _____ Zip Code _____ Name of Complex (if applicable) _____

PART IV: Complaint

1. Issue (Check one or more): Security Deposit ; Lease; Notice to Vacate; Condition of Property; Other

2. State specific complaint (Attach additional pages if necessary) _____

3. State what action(s) will resolve your complaint _____

I hereby certify that the statements made on this form and in the attached documents are true and complete to the best of my knowledge, information and belief. (If there is more than one landlord/tenant on the lease, all parties must sign this complaint form.)

Signature(s) _____ Date _____
 _____ Date _____

Have you sent a copy of this form to the other party? Yes No Date _____

If you receive this form, a complaint has been filed against you in reference to a rental property in Montgomery County, Maryland.

Please respond to the landlord/tenant within seven (7) days of your receipt of this form. If your response does not resolve the complaint or if you choose not to answer the landlord's/tenant's complaint, the landlord/tenant has the option of submitting this form to the Montgomery County Office of Landlord-Tenant Affairs for investigation. Please be advised that complaints filed with the Office become a matter of public record.

Once the Office receives the complaint, you and your landlord/tenant will be notified in writing of the case number and the Investigator assigned to the case.

If you have any questions regarding any of the above or if you would like more information about the Office of Landlord-Tenant Affairs, please contact the Office at 240-777-0311 (outside Montgomery County), 311 (within Montgomery County); via email at ol-ta.intake@montgomerycountymd.gov; or visit our website at www.montgomerycountymd.gov/dhca.