



## AVALON HOUSING TENANT GRIEVANCE FORM

### Section I – Tenant's Information

*The person making this complaint shall complete blocks 1-12 and deliver this form to your Property Manager or Support Services staff*

1. Name:

2. Address:

3. Phone Number:

### Section II – Information about the grievance

4. Date & Time of Incident:

5. Location of Incident:

6. Offender's Name & Address *(if known)*:

7. How was Grievance Reported *(i.e. verbal conversation, form*

8. Description of Complaint/Offense: *Please provide detailed information regarding the nature of the complaint/offense, i.e., who, what, where, what happened. (Use reverse or additional sheets if necessary).*

9. Tenant Signature:

10. Date:

11. Name of preparer *(if not tenant listed above)*

12. Date:

### Section III – Avalon Housing Action

Date & Time Complaint Received:

Staff assigned to grievance:

Action Taken:

Additional Follow Up Required:

Please note any other agencies or partners who have been notified of the grievance:

Have form copies been filed in all appropriate files:

YES          NO

Please list locations: