

CITY OF WEST HOLLYWOOD
TENANT HARASSMENT COMPLAINT
INTAKE FORM

The West Hollywood Municipal Code prohibits the harassment of tenants by landlords and/or their representatives (Section 17.52.090). A violation may result in a landlord or their representative being charged with a misdemeanor. While you are encouraged to file this form if you believe criminal harassment has occurred, most cases will not meet the legal threshold warranting a referral to the City Prosecutor and prosecution of the alleged violator. This does not mean that a complainant does not have other remedies, but a private attorney of your choice should be consulted regarding your rights on that issue. City personnel cannot give legal advice, but a West Hollywood Legal Resources sheet is available from the Rent Stabilization Department to assist you in finding appropriate assistance.

When you file this form, please include copies (not originals) of documentation that you believe supports the allegations set forth in the complaint. Upon receipt, staff will review the complaint and accompanying materials to determine if the allegations and evidence warrant a basis for further review. You will be contacted as to whether or not an investigation will be commenced. If an investigation is opened, City staff will likely contact witnesses, including the alleged violators. The case file remains in the City's possession and is confidential unless formal judicial or administrative action is initiated.

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(For Official Use Only)

Complainant's Name(s): _____

Street Address (property where alleged harassment occurred):

City: _____ State: _____ Zip Code: _____

Rental Agreement: Written ☐ Verbal ☐ (provide a copy of your lease, if any)

Date of Occupancy: _____ No. Bedrooms: _____ No. Bathrooms: _____

Amount of Rent at Move-In: _____ Present/Last Rent: _____

Mailing Address (if different from above):

City: _____ State: _____ Zip Code: _____

Phone: (H) _____ (W) _____ (C) _____

Landlord(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

Do you still reside at the property where the alleged harassment occurred? **Y / N**

Please provide the names and phone numbers of the property management company and off-site and/or on-site managers, if any:

Please provide the names and phone numbers of any witnesses to the alleged harassment:

Please explain fully what occurred by answering the questions below. If necessary, use additional sheets of paper and include them with this form. Also, attach copies of all relevant documentation related to the allegations. Examples of such documentation include letters, emails, text messages, notes, notices, and photographs.

Have any of your housing services been reduced or eliminated? (A housing service is a service provided by your landlord during the tenancy and connected with the use or occupancy of the rental unit.) **Y / N**

If yes, please state which housing services were reduced or eliminated and when the reduction or elimination occurred, how long you had the service before it was reduced or eliminated, and whether or not the service was subsequently restored:

Has there been a reduction in maintenance or failure to perform and complete necessary repairs or maintenance? (Maintenance includes required painting, floor covering (including carpet, vinyl or linoleum), window coverings, wall papering, appliance maintenance, and compliance with applicable codes.) **Y / N**

If yes, please state which maintenance has been neglected and the last time maintenance on the specified item was performed, if known:

Are there any outstanding rent decrease orders against your landlord? **Y / N**

If yes, please state the case number (case numbers start with the letter "D"):

Has the landlord or their representative failed to exercise due diligence in performing and completing repairs after obtaining possession of the unit for the purpose of performing the repairs? **Y / N**

If yes, please state when possession of the unit was obtained and for what purpose, and how long it took for the repairs to be completed:

Has the landlord or their representative abused the right of access into your unit as established and limited by California Civil Code Section 1954, i.e., not providing reasonable notice prior to entry or entry without notice? **Y / N**

If yes, please state the date of each incident, what happened, who was involved, and who witnessed the incident:

Has the landlord or their representative engaged in abusive conduct toward you through the use of words which are offensive and inherently likely to provoke an immediate violent reaction? **Y / N**

If yes, please state the date of each incident, who was involved, what was stated, and who witnessed the incident:

Have you been threatened, by word or gesture, with physical harm? **Y / N**

If yes, please state the date of each incident, who was involved, what was done and/or stated, and who witnessed the incident:

Have you been enticed to vacate your unit through an intentional misrepresentation or the concealment of a material fact? **Y / N**

If yes, please state the date of each incident, who was involved, what was stated, and who witnessed the incident:

Has there been a misrepresentation to you that you are required to vacate the unit? **Y / N**

If yes, please state the date of each incident, who was involved, what was stated, and who witnessed the incident:

Has the landlord or their representative threatened to terminate your tenancy, recover possession of the unit, or evict you from the unit without a proper factual and legal basis? **Y / N**

If yes, please state the date of each incident, who was involved, what was done and/or stated, and who witnessed the incident:

Has the landlord or their representative refused to acknowledge or accept receipt of lawful rent payments as set forth in the lease agreement or as established by the usual practice of the parties? **Y / N**

If yes, please state the date of each incident and who was involved:

Has the landlord or their representative engaged in an activity prohibited by law which prohibits housing discrimination based upon sexual orientation, race, color, sex, ancestry, ethnic origin, national origin, religion, age, marital status, familial status, parenthood, pregnancy, disability, gender identity, occupancy by a minor child, citizenship, status as a student, or medical condition including, but not limited to, AIDS or AIDS-related conditions? **Y / N**

If yes, state who was involved and the discriminatory conduct alleged:

Has the landlord or their representative engaged in any act or omission which interfered with your right to use and enjoy the rental unit? **Y / N**

If yes, please state the date of each incident, who was involved, what was done and/or stated, and who witnessed the incident:

Has the landlord or their representative engaged in any act or omission constituting a disturbance of your possession of the rental premises, whereby the premises were rendered unfit for occupancy, or deprived you of the beneficial enjoyment of the premises? **Y / N**

If yes, please state the date of each incident, who was involved, what was done and/or stated, and who witnessed the incident:

Has the landlord or their representative engaged in any other conduct intended primarily to vex, annoy, injure, or intimidate you? **Y / N**

If yes, please state the date of each incident, who was involved, what was done and/or stated, and who witnessed the incident:

I certify that the information provided is true and correct to the best of my knowledge and belief.

Sign: _____ Date: _____

This form and accompanying documentation may be filed with the Rent Stabilization Department (located on the first floor of City Hall) or mailed to:

***Legal Services Division
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069***