



# 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 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 the Rental Unit

Under the age of 18 yrs. Old: \_\_\_\_\_

Receive Section 8?  YES  NO      Live in an Illegal Unit?  YES  NO

**Part 5 - Reason(s) for Complaint**

**Reason(s) for Complaint**

<input type="checkbox"/> Unit not Registered	
<input type="checkbox"/> Illegal Eviction	Date of Notice: _____ Reason For Eviction: _____
<input type="checkbox"/> Illegal Rent Increase	Date of Rent Increase Notice: _____ Reason for Rent Increase: _____ Rent Before Increase: _____ Rent After Increase: _____
<input type="checkbox"/> Reduction of Services	Date of Housing Service Removed: _____ Type of Housing Service: _____ Utility Shut off Date: _____
<input type="checkbox"/> Failure to Post RSO Notification on Property	
<input type="checkbox"/> Required Online Rent Payment or Electronic Fund Transfer	

Who pays for Gas and Electricity for your Rental Unit?

Gas:            Tenant       Landlord

Electricity:   Tenant       Landlord