

LIVABILITY COMPLAINT FORM

IN- _____

The Bureau of Housing and Community Development will investigate complaints or forward the complaint to the proper agency for action. In order to process your complaint with minimum delay, certain information is required.

Please complete the following information fields: describe the problem and location as exact as possible. The exact property address of the alleged violation must be provided to file a complaint. The complainant's name and phone number are required to facilitate the investigation.

Tenant's Name: _____

Unit Address: _____

Mailing Address: _____

Telephone Number: (Home) _____ (Cell) _____

Property Owner's Name: _____

Mailing Address: _____

Telephone Number: (Home) _____ (Cell) _____

Please mark the appropriate circle:

Do you receive rental assistance through Citizen Service? Yes No

My rent is current. Yes No

The complaints listed below were reported to the property owner. Yes No

If Yes, what date were the complaints reported to the owner? _____

I hereby make the following complaint:

**Note: Only complaint items that fall under the livability code will be addressed*

(Print) Name of Complainant

(Phone Number)

Signature of Complainant

Date