



# Department of Agriculture, Trade and Consumer Protection

## Landlord/Tenant

Please attach two sets of copies (both sides) of all documentation that supports your complaint, such as: lease documents, invoices, receipts, contracts, cancelled checks, advertisements, telephone bills.

### 1. How do we contact you?

Name: (Mr. Mrs. Miss Ms.) \_\_\_\_\_  
(circle one) (first) (middle) (last)

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ ext. \_\_\_\_ Email: \_\_\_\_\_

Phone me between 8:00 A.M. and 4:00 P.M. at: (circle one) Home Work Best time: \_\_\_\_\_

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_ Apt.# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Rental property address: \_\_\_\_\_ Apt. # \_\_\_\_\_ Apartment/Building Name: \_\_\_\_\_

Rental property city: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ County \_\_\_\_\_

### 2. What business is your complaint against?

Name of landlord or property manager: \_\_\_\_\_

Name of rental management company, if any: \_\_\_\_\_

Name of property owner, if known: \_\_\_\_\_

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_ Apt.# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Name of person you talked to: \_\_\_\_\_ Title: \_\_\_\_\_

### Information about your complaint

3. Did you sign a written rental agreement or lease? (circle one) No Yes If yes, please attach a copy.

4. How old is the person who entered into the agreement? Age: (circle one) 0-17 18-61 62 or older

5. Date lease began: \_\_\_\_\_ Date lease ended: \_\_\_\_\_

6. Date you moved in: \_\_\_\_\_ Date you moved out: \_\_\_\_\_

7. Did you receive a check-in list? (circle one) No Yes If yes, please enclose a copy.

8. Were you informed of unsafe conditions before you agreed to rent? (circle one) No Yes

9. Has a building inspector ordered the landlord to make repairs? (circle one) No Yes Date: \_\_\_\_\_

What repairs? \_\_\_\_\_ Name of building inspector? \_\_\_\_\_

10. Did you notify the landlord you planned to move? (circle one) No Yes Date: \_\_\_\_\_

11. How did you notify the landlord you planned to move? (circle one) Written notice Phone In person

12. Amount of security deposit paid: \$ \_\_\_\_\_ Date security deposit paid: \_\_\_\_\_

13. Amount of security deposit returned to you? \$ \_\_\_\_\_ Amount withheld? \$ \_\_\_\_\_

14. Did you get a written statement from the landlord accounting for amounts withheld from the security deposit? No Yes

If yes, please include a copy. Date you received it: \_\_\_\_\_

15. Did the landlord and/or employees of the landlord enter your apartment without giving 12-hour notice? No Yes

If yes, date: \_\_\_\_\_

**IMPORTANT: More questions on the back page (over)**

