



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)

Phone: Home () _____ Work () _____ ext. _____ Cell () _____

Phone me between 8:00 A.M. and 4:00 P.M. at: (circle one) Home Work Cell Email: _____

Address: _____ Apt.#: _____ PO Box: _____

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: _____ Ste.#: _____ PO Box: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: () _____ Name of person you talked to: _____ Title: _____

Information about your complaint

3. Which of the following best describes your first contact with the business: (check one)
- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Business sent me information by mail | <input type="checkbox"/> I responded to a posted advertisement | <input type="checkbox"/> Internet |
| <input type="checkbox"/> I went to the business/rental unit | <input type="checkbox"/> I responded to a printed advertisement | <input type="checkbox"/> Email |
| <input type="checkbox"/> I telephoned the business | <input type="checkbox"/> I responded to a radio or TV ad | |

4. Did you sign a written rental agreement or lease? (circle one) No Yes

5. Were you provided a copy of agreement or lease? (circle one) No Yes If yes, please attach a copy.

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

7. Date lease began: _____ Ended: _____ Date you moved in: _____ Moved out: _____

8. Did you receive a check-in list? (circle one) No Yes Check-out list? (circle one) No Yes If yes, please attach copy.

9. Before you agreed to rent, were you promised repairs? (circle one) No Yes

Were the promises to make repairs put in writing? (circle one) No Yes If yes, please attach a copy.

Were the repairs completed? (circle one) No Yes Were the repairs completed by specified date? (circle one) No Yes

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

What repairs? _____ Name of building inspector? _____

11. Did you notify the landlord you planned to move? (circle one) No Yes Date: _____

12. How did you notify the landlord you planned to move? (circle one) Written notice (attach a copy) By phone In person

13. Security deposit: Paid: \$ _____ Date paid: _____ Amount returned: \$ _____ Amount withheld: \$ _____

