

NOTE: Save completed form to your desktop or documents folder **before** clicking on Submit, otherwise form will not be sent.

## 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