

Tenant Complaint Form for Informal Settlement Conference

Fill Out the Form Accurately and Completely

Please provide a detailed but concise description of the complaint. Attach additional pages if needed.

Submit the Completed Form to the PHA Management Office

Once the PHA receives your complaint, an informal meeting date will be set at which time the complainant and a PHA representative will attempt to resolve the complaint. A summary of the discussion will be provided to the resident after the informal meeting along with instructions for requesting a formal grievance hearing if the matter is not resolved to the resident's satisfaction.

Name of Complainant _____

Address _____ **Phone Number** _____

Issue (Check one or more): ☐ Security Deposit ☐ Lease ☐ Notice to Vacate ☐ Condition of Property ☐ Charges Assessed ☐ Rent Determination ☐ Neighbor ☐ Other _____

Specific complaint (Attach additional pages if necessary) _____

State what action(s) are sought to resolve complaint _____

I hereby certify that the statements made on this form and in the attached documents are true and complete to the best of my knowledge, information and belief.

Signature(s) _____ **Date** _____

_____ **Date** _____

PHA Use Only

Date Complaint Received _____ Received by _____

Informal Meeting Date _____ Date Tenant Notified _____

PHA Representative Assigned to Informal Meeting _____

If informal meeting is not conducted as scheduled, reason: _____

Date (if rescheduled) _____ Date Tenant Notified _____