



**FAIR RENT COMMISSION
TENANT COMPLAINT FORM**

TENANT NAME: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

LANDLORD NAME: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Phone: _____

Email: _____

DESCRIPTION OF RESIDENTIAL UNIT

- House
- Studio
- Apartment Complex
- Mobile/Manufactured Home
- Other (please explain)

RENTAL TERMS

Do you have a written agreement or lease with your landlord?

YES: You must provide a copy of the agreement and any other documents applicable to this issue. Please specify term of agreement below:

- Weekly
- Monthly
- Yearly
- Other

NO: There is no written agreement

How long have you resided in this unit? _____

How many people currently occupy this unit with you? _____

Are you up to date with your rent payment? _____

Yes

No Please explain:

NATURE OF COMPLAINT

Please state the reason for filing this complaint

RENT INCREASE Please Complete Sections I and III

CONDITIONS Please complete Sections II and III

SECTION I RENT INCREASE

1. What was your rent prior to filing complaint? \$ _____

2. What is the rental increase amount? \$ _____

3. What is the effective date of increase _____

4. How much was your last rent increase \$ _____

5. When did this increase take effect? _____

6. Have you discussed the increase in rent with your landlord

Yes Date of discussion: _____

What type of complaint? Written _____ Oral _____

What was your landlord's response?

NOTICE TO COMPLAINANT:

When a complaint is filed, the Town strongly encourages the parties to the complaint to again discuss their differences, in an attempt to reach a mutually satisfactory resolution. If no agreement is reached in private session and the tenant wishes to continue the complaint, the parties should request the Fair Rent Commission Intake Person to schedule a meeting with the parties. If this meeting is not successful and the parties agree, the Intake Person may schedule a second informal meeting with the tenant, landlord and a member of the Commission (and/or with any other town official that may be helpful, e.g. Building Inspector), in another attempt at resolving the complaint. If a written agreement between the parties can not be reached in these informal meetings, then a formal hearing of the complaint will be scheduled by the Commission where a decision can be reached.

Please note that it is the responsibility of the parties to this complaint to be proactive in scheduling meetings or participating in whatever process they chose to resolve the dispute prior to the necessity of a formal commission hearing. Do not wait for the Intake Person to call you. If you simply need a neutral place to meet you may reserve space at the town hall by calling the Intake Person.

A copy of this complaint will be returned to you for your records. A copy of the complaint will be forwarded to your landlord for his/her response. You may provide any additional relevant information with this complaint form.

I affirm under the penalties provided by law that the information I have provided is true to the best of my knowledge.

Signature: _____

Date: _____