



Inspection Complaint Form
(Please Print Clearly)

Date: _____

Participant Name (Please Print) _____

Owner/Property Manager Name _____

Participant Phone Number _____

Owner/Manager Phone Number 1 _____

Your Address _____

Owner/Manager Phone Number 2 if available _____

Was Owner/Property Manager notified of the complaint? Yes No

How was Owner/Property Manager notified? Mail Phone In Person

Please indicate below the date(s) the complaint was given to the Owner/Property Manager:

_____ First Date _____ Second Date

Briefly describe your complaint: _____

(Please use an additional page, if necessary.)

Was a ***reasonable period of time** given to respond to your complaint? Yes No

*** Reasonable period of time** is at least 72 hours (3 days) to let you know they have received your complaint. You must add 3 more days if you notified by mail. **Remember, it may take longer than 3 days to correct your complaint.**

NOTE: After this form is returned to us at the above address, we will schedule a complaint inspection if we feel the Owner/Property Manager did not respond to the complaint in a reasonable period of time and the complaint indicates a Housing Quality Standard (HQS) deficiency.

Office Use Only: Form Received: In Person Phone E-Mail Mail Other _____
