



Department of Agriculture, Trade and Consumer Protection

Landlord/Tenant

Please attach all documentation that supports your complaint, such as: invoices, receipts, contracts, cancelled checks, advertisement/catalog page showing item ordered, lease documents, telephone bills.

1. How do we contact you?

Name: (Mr. Mrs. Miss Ms.) (circle one) (first) (middle) (last)

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

Contact 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 landlord or property owner:

Name of property manager or management company, if any:

Address: Ste.# PO Box:

City: State: Zip: County:

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

Business email: Business website:

Information about your complaint

3. Which of the following best describes your first contact with the business: (check one)

- Internet Person from business came to my home I went to the business
Email Person from business called me I telephoned the business
I responded to a radio or TV ad Business sent me information in the mail
I responded to a printed advertisement I attended a convention or trade show

4. How old is the person who had contact with the business? Age: (circle one) 0-17 18-61 62 or older

5. Did you sign a written rental agreement or lease? (circle one) No Yes If yes, date signed:

6. Were you given a copy of the agreement or lease? (circle one) No Yes If yes, when: (Enclose a copy.)

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 If yes, date?

What repairs? Name of inspector:

11. Did you notify the landlord you planned to move? (circle one) No Yes If 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: \$

IMPORTANT: More questions on the back page (over)

