



Inspection Complaint Form
(Please Print Clearly)

Date: _____

Participant Name: _____

Owner Name: _____

Participant Phone Number: _____

Owner Phone Number: _____

Unit Address: _____

Owner E-mail Address: _____

Was Owner/Property Manager notified of the complaint?

☐ Yes ☐ No

How was Owner/Property Manager notified?

☐ Mail ☐ Phone ☐ In-Person ☐ FAX ☐ Text

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

First Date: _____

Second Date: _____

Briefly describe the complaint: _____

(Please use an additional page, if necessary.)

Was a reasonable period* given to respond to your complaint?

☐ Yes ☐ No

***Reasonable period is at least 72 hours (3 days) for your landlord to notify you that your complaint was received. You must add three (3) more days, for a total of six (6) days, if notification to your landlord was through the mail. Remember, it may take longer than three days for your landlord to remedy your complaint.**

NOTE: After this form is returned to us at the below address, we will schedule a Special Inspection if we believe 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 exists.

Office Use Only

Received by: ☐ Mail ☐ Phone ☐ In-Person ☐ FAX

