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Tenant Complaint about Maintenance

Use this form if you have requested repairs for your rental unit and/or building to your landlord and the repairs have not been addressed in a reasonable amount of time. Before filling out this form, please read the following instructions carefully. Providing insufficient or inaccurate information may result in delays in processing your complaint.

Part 1: Instructions

To fill out this form:

1. You must currently reside in the rental unit which is the subject of this form.
2. You need to provide a valid property address, your contact information, and the contact information of your landlord.
3. You should have informed the landlord, property manager or superintendent of the issue in writing and given them a reasonable amount of time to correct the problem. You will be asked to provide proof of such communication.

Please confirm the following by check marking the following boxes:

- I have informed the landlord, property owner or superintendent of the maintenance issue in writing and given them a reasonable amount of time to resolve the issue before submitting this complaint.
- I have included a copy of the documentation used to inform the landlord of the maintenance issue with this form.
- The unit I am residing in is located in The Township of Killaloe, Hagarty & Richards, and is not included as an exemption as listed under s. 5 and 5.1 of The Residential Tenancies Act, 2006.

Part 2: General Information (Please type or print clearly)

Property Information	Property address (e.g. street, lot number, etc.)		Postal code
	Unit #	City or Town	Province
Tenant(s) Information	Name of Tenant(s)		Postal code
	Mailing address if different from above		Province
	Unit #	City or Town	
	Daytime phone number		Evening phone number
	Email address		
Landlord(s) Information	Name of Landlord(s)		
	Mailing address		Postal code
	Unit #	City or Town	
	Daytime phone number		Evening phone number

Part 3: Background Information

What type of building do you live in? Check an appropriate box.

House
 Basement apartment
 Mobile Home
 Condominium
 Apartment

Townhouse
 Rooming House
 Land-lease Community
 Trailer
 Other

Where are your maintenance problems located? Check all appropriate boxes.

Living Room
 Basement
 Kitchen
 Bedroom
 Bathroom
 Yard
 Hallways
 Roof

Other _____

Part 4: Details about your maintenance complaint

Please describe your maintenance issue. Check all appropriate boxes.

- Structural elements Plumbing/drainage Electrical Heating Ventilation
 Mechanical Lighting Safety/ security General maintenance Other

You may elaborate on the maintenance problem you are having using this space. You may attach additional pages, if required.

Part 5: Authorization (please ensure that your complaint is dated and signed)

Signature of Tenant: _____

Date: _____