



OFFICE OF BY-LAW ENFORCEMENT

DISTRICT OF PARRY SOUND

**56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0**

(705) 382-3332
Cell: (705) 349-1150
Fax: (705) 382-2068
Email: bylaw@armourtownship.ca
Website: www.armourtownship.ca

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 the form, please read the following instructions carefully. Providing insufficient or inaccurate information may result in delays in processing your complaint.

Part I: 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 reasonable amount of time to correct the problem. You may be asked to provide proof of such communication.

Please confirm the following:

- 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.

Part II: 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	Province
	Daytime phone number		Evening phone number

Part III: Background Information

<p>What type of building do you live in? Check appropriate box.</p> <p><input type="checkbox"/> House</p> <p><input type="checkbox"/> Basement Apartment</p> <p><input type="checkbox"/> Mobile Home</p> <p><input type="checkbox"/> Condominium</p> <p><input type="checkbox"/> Apartment</p> <p><input type="checkbox"/> Townhouse</p>	<p>Where are your maintenance problems located? Check all appropriate boxes.</p> <p><input type="checkbox"/> Living Room</p> <p><input type="checkbox"/> Basement</p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Bedroom</p> <p><input type="checkbox"/> Bathroom</p>
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<input type="checkbox"/> Rooming House <input type="checkbox"/> Land-lease Community <input type="checkbox"/> Trailer <input type="checkbox"/> Other	<input type="checkbox"/> Yard <input type="checkbox"/> Hallways <input type="checkbox"/> Roof <input type="checkbox"/> Other <hr/> <hr/>
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Part IV: Details about your maintenance complaint

<p>Please describe your maintenance issue. Check all appropriate boxes.</p> <input type="checkbox"/> Structural elements <input type="checkbox"/> Plumbing/drainage <input type="checkbox"/> Electrical <input type="checkbox"/> Heating <input type="checkbox"/> Ventilation <input type="checkbox"/> Mechanical <input type="checkbox"/> Lighting <input type="checkbox"/> Safety/security <input type="checkbox"/> General maintenance <input type="checkbox"/> Other	<p>You may elaborate on the maintenance problem you are having using this space. You may attach additional pages, if required.</p>
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Part V: Authorization (please ensure that your complaint is dated and signed)

Signature of Tenant or the Tenant's Agent:

Date:
