

Date Filed: _____

Property Address: _____ Building _____ Unit _____

Landlord Name/Phone: _____

PHOTO ID REQUIRED. IF ADDRESS DOES NOT MATCH, INCLUDE PROOF OF RESIDENCY.

Complainant Information Name: _____

E-Mail: _____

Phone # : _____

Complaint: Be as descriptive as possible with the item/location of that item. List in order of importance.

1.
2.
3.
4.
5.
6.
7.
8.

I hereby swear and affirm that, to the best of my knowledge and ability, the above statement is a true and accurate representation of the conditions and/or problems currently occurring at the referenced rental property. I have previously notified my landlord of these issues and am not submitting this statement due to being currently under eviction proceedings or having been previously evicted.

Signature: _____ Printed: _____ Date: _____

Frequently Asked Questions and Procedures

1. To help us properly understand and respond to your complaint, it must be submitted in writing, using this form.
2. Please provide as much specific detail as possible. For example, instead of stating “the roof leaks,” indicate exactly which room is affected.
3. There is no fee for tenants to file a complaint. However, in some cases, the landlord may be subject to an inspection or registration fee.
4. If the property does not have a current Certificate of Compliance, the owner will be notified and required to schedule an inspection and complete a Rental Registration form.
5. *We cannot enforce complaints related to issues that are your responsibility under your lease or rental agreement. The city cannot act as a mediator or court to resolve civil disputes between tenants and landlords. For assistance with these matters, you may wish to contact a local legal aid organization or attorney. Legal Aid can be reached at 231-726-4887 or 450 Morris Ave, Muskegon, MI 49440.*

For Staff use only:

Is the Property Registered: Yes _____ No _____

Is there a Valid Certificate: Yes _____ No _____

Expiration Date of Certificate: _____

Have there been previous complaints of this nature within this unit: Yes ___ No ___

Is there a local Agent: Yes _____ No _____

Proof of Occupancy: Lease _____ D/L _____ (COPY) UTILITY BILL _____
