



RESIDENTIAL RENTAL PROPERTY REGISTRATION & INSPECTION COMPLAINT FORM

⇒ Is the individual the tenant who is filling out this complaint form?

_____ Yes (*please fill out information under "TENANT CONTACT INFORMATION"*)

_____ No (*please provide your information under "CONTACT INFORMATION" and provide as much known information as possible about tenant under "TENANT CONTACT INFORMATION"*)

CONTACT INFORMATION

Name: _____

Address: _____

Phone Number: _____

TENANT CONTACT INFORMATION

Tenant First/Last Name: _____

Tenant Address: _____

Tenant Phone Number: _____

RESIDENTIAL RENTAL PROPERTY OWNER/MANAGER INFORMATION

Owner or Manager Name: _____

Owner or Manager Address: _____

Owner or Manager Phone: _____

Move in Date: _____

⇒ Have you discussed your concerns with the residential rental property owner or manager?



RESIDENTIAL RENTAL PROPERTY REGISTRATION & INSPECTION COMPLAINT FORM

Yes

No *(If no, please contact the owner or manager first to resolve concerns)*

⇒ Are you currently in an eviction process?

Yes *(If yes, the City will contact the owner or manager and follow-up prior to a new tenant moving into the dwelling)*

No

⇒ Are you in violation of ANY items on your lease agreement?

Yes *(please be aware that owners cannot evict due to a complaint being filed with the City; although, the Owner can rightfully evict for other lease violations)*

No

Please list in detail your complaint:

BY COMPLETING THIS FORM, YOU UNDERSTAND THE CITY OF MILAN CANNOT RESOLVE ANY LEASE VIOLATIONS. YOU UNDERSTAND AN INVESTIGATION BY THE CITY WILL NOT DELAY ANY ACTIONS FOR LEASE VIOLATIONS. YOU UNDERSTAND WE WILL CONTACT THE OWNER OR MANAGER REGARDING YOUR CONCERNS TO ASSIST IN RESOLVING THE CONCERNS.

Signing below will serve as your consent to allow the City to enter the dwelling and to investigate the above complaints.

FIRST/LAST NAME _____ **Date:** _____