

DRAFT :: HOUSING COMPLAINT ACTION SHEET

<u>actions</u>	<u>dates</u> <u>done</u>	<u>planned</u>
initial complaint to Project		
other complaints		
project complaints: to landlord to city dep't		
city action: inspection hearing reinspection prosecution		
project action: staff visit to home legal consultation tenants organized other action		
violation corrected		
case closed		

DRAFT :: HOUSING COMPLAINT FORM

1. tenant name _____ **house complaint**
address _____ **individual unit**
phone _____

2. landlord name _____
address _____
phone _____

3. tenant data: apt./room how many no. occupants date moved rent
no. rooms adults children in

have rent receipts? _____ sign lease? _____ have copy? _____
employed? _____ type of work _____ union membership _____
receive welfare? _____ (co unty _____ city _____) investigator _____

4. building data:
heating system _____ bathrooms shared? _____ by how many
families? _____

5. complaint checklist

Sanitary Bureau

Garbage: piled up in public areas

Garbage: less than one can/family

Mice, vermin, infestation

Insufficient heat

Kitchen: no sink, refrig., garbage container

Roof: broken, leaking

Ceiling or walls: broken plaster, leaking, peeling
paint

Cellar used as dwelling

Overcrowding

Broken, non-watertight windows

In summer: no screens

Building Bureau

Less than 2 exits per floor

electrical: fuses blow, less than 2 outlets/rm,
short circuits

Plumbing: leaks, broken fixtures, not enough
water

Sewage: clogged or leaking pipes

Fire hazards: debris collected, blocking exits

6. other complaints

7. details of complaint