

# City of Portage - Tenant Complaint Form

1) Landlord Name \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_

Phone # \_\_\_\_\_ Mgr. # \_\_\_\_\_

2) Tenant Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Tenant Phone # \_\_\_\_\_

City Use Date Received \_\_\_\_\_

Please provide a detailed description of the alleged violations and the dates and times the landlord was contacted to fix the problem. **You must provide evidence that the landlord was first notified and received in writing the nature of the complaint.** The tenant is encouraged to provide photographic evidence of violations and/or copies of complaint correspondence which will then become the property of the City. For issues of mold you may contact the Columbia County Health Department or obtain printed information "Addressing Mold Issues Within a Dwelling" from the City of Portage. Please be aware local ordinances do not address optional items furnished by the landlord such as stoves, refrigerators, furniture, or similar items unless there is an associated hazard. If those items are unsafe the landlord may fix or remove them according to the terms of the tenant contract.

