



PELICAN RAPIDS

Tenant Complaint Form

The purpose of this form is to allow tenants to submit complaints regarding alleged housing code violations in rental properties. In order for our office to conduct an inspection of the property, the process outlined below should typically be followed:

- STEP ONE:** Tenant informs landlord/property owner of complaint(s) in writing, such as a letter or email.
- STEP TWO:** Tenant should allow landlord/property owner a reasonable amount of time to correct reported complaints.
- STEP THREE:** If complaints are not adequately corrected within a reasonable amount of time, then a tenant may fill out this form and submit it to praccounting@pelicanrapids.com or mail/drop off to the address at the bottom of the form, along with a copy of any documentation of the complaint sent to the landlord/property owner.
- STEP FOUR:** An inspection may be made for any complaints listed that pertain to the housing codes (Ordinance 1002.08; subdivision 1) enforced by the City of Pelican Rapids. If any violations are found, the landlord/property owner will receive an order of correction for the violations (Ordinance 1002.08; Subdivision 1).

Tenant Information

Name: _____

Telephone Number: _____

Email address: _____

Rental Address: _____

Unit Number: _____

Mailing Address (if
different from above): _____

Complaint Details

Date of Issue: _____

Type of Complaint: _____

Details: _____

****Please provide enough detail for the City to follow up on your complaint. If not enough detail is included, your complaint may not be investigated.***

Has this issue been reported to your landlord/property manager? _____

Previous Report Date: _____

How was the previous complaint made? _____

Prior Response Received: _____

Requested Action: _____

Supporting Photos or Documents: Yes No

Are there any witnesses we may contact?

- Witness Name: _____
- Phone Number: _____

Tenant Signature: _____

Date: _____

****Do you consent to disclosure of your identity and this complaint?*** Yes No

Person Taking Complaint Initials: _____