

Millie Youngquist, Mayor
Kathy Kron, City Clerk
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City of Washington
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**RENTAL HOUSING REGULATORY AND INSPECTION PROGRAM
COMPLAINT FORM**

146.11 COMPLAINTS

Date received by City: _____

Standards for formal complaints:

1. The complaints shall be in writing upon a form provided by the City of Washington and signed by the complainant.
2. Such complaints shall state the address of the premises, the name of the owner, landlord or operator, name of tenant, and shall state the nature of the alleged violation with specificity.
3. In the case of tenants making complaints concerning the dwelling or dwelling unit in which they reside, such tenant shall attach a dated copy of the notice in which they requested the owner or operator to correct the alleged violation (including evidence of delivery confirmation or certified mail return receipt), unless the complaint pertains to an emergency situation as determined by the administration.
4. It is a violation of the provisions of this chapter for an owner or operator to take reprisals against any tenant making a complaint under the provisions of this chapter. Any such reprisals shall constitute a municipal infraction.

COMPLAINANT NAME _____ **PHONE** _____

ADDRESS OF PROPERTY _____

COMPLAINT FILED AGAINST _____

NATURE OF COMPLAINT (Attach additional pages if needed)

I certify that I have complied with Washington Code of Ordinances Section 146.11 regarding rental housing complaints, and that the information I have presented in this complaint is true and accurate to the best of my knowledge.

COMPLAINANT SIGNATURE _____ **DATE** _____