

MASSENA HOUSING AUTHORITY

LEASE RELATED

TENANT COMPLAINT FORM

Tenants of the Massena Housing Authority are to only use this form when notifying the Authority of alleged lease violations. Once received, the Authority will then take such actions as deemed appropriate.

Tenants are reminded that many incidents may be resolved person to person, among tenants and other instances may require the assistance of a police agency, court of law, or the Authority's grievance procedure. ***Verbal arguments and disagreements between tenants of a personal nature are not a lease violation.***

Person Completing Form: _____ Phone Number: _____

Address: _____

Issue (check one or more):

☐ smoking ☐ parking ☐ trash ☐ pets/animals ☐ noise ☐ visitors
☐ neighbor ☐ other _____

Date of incident: _____ Time of incident: _____ am/pm

Location of incident: _____

Name of persons/witnesses involved:

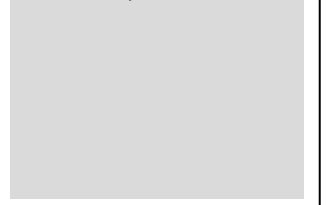
Describe what happened (attach additional pages if necessary):

State what action(s) are sought to resolve complaint:

I hereby certify that the statements made on this form and in any attached documents are true and complete to the best of my knowledge, information, and belief.

Signature: _____ Date: _____

Office Stamp/Date Received



PHA USE ONLY

Administration Findings	
Action Required: ☐ NO ☐ YES *	
Action Taken*	
Reviewed By	Date