

# Fair Rent Commission Tenant Complaint Form



Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person \_\_\_\_\_

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## Description of Residential Unit:

Type of Residential Unit:

- House
- Studio
- Apartment Complex
- Mobile Manufactured Home
- Other

If other, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rental Terms:

Do you have a written agreement or lease with your landlord?

Yes

No

If yes, specify term:

- Weekly
- Monthly
- Yearly
- Other

If yes, please provide a copy of the lease with this complaint and any other documents applicable to the issue.

How long have you resided in this unit? \_\_\_\_\_

How many people occupy this unit with you? \_\_\_\_\_

Are you up to date with your rent payments?

Yes

No

If no, please explain. \_\_\_\_\_

**Nature of Complaint:**

Please state reason for this complaint.

- Rent Increase – Please complete Sections I & III
- Conditions – Please complete Sections II and III

**Section I: Rent Increase**

1. What was your rent prior to filing the complaint? \_\_\_\_\_
2. What is the rental increase amount? \_\_\_\_\_
3. What is the effective date of increase? \_\_\_\_\_
4. How much was your last rent increase? \_\_\_\_\_
5. When did this increase take effect? \_\_\_\_\_
6. Have you discussed the increase in rent with your landlord?  Yes  No

If yes, when? \_\_\_\_\_

What type of Complaint?  Written Complaint  Oral Complaint

What was your landlord's response? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II: Conditions**

1. Do you believe your landlord has maintained the property in accordance with the agreement/lease that was signed?  Yes  No
2. Are there any conditions you consider unhealthy or unsafe?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you brought any of these matters to your landlord's attention?  Yes  No

If yes, when? \_\_\_\_\_

What type of complaint?  Written Complaint  Oral Complaint

**Section III**

In the space below, explain why you believe the increase in rent is excessive or why your landlord's response to your property maintenance, health and/or concerns is inadequate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice to Complainant**

When a complaint is filed, the Town strongly encourages the parties to the complaint to again discuss their differences in an attempt to reach a mutually satisfactory resolution. If no agreement is reached in private session and the tenant wishes to continue the complaint, the parties should request the Fair Rent Commission Intake Person to schedule a meeting with the parties. If this meeting is not successful and the parties agree, the Intake Person may schedule a second informal meeting with the tenant, landlord and a member of the Commission (and/or with any other town official that may be helpful, e.g. Building Inspector), in another attempt at resolving the complaint. If a written agreement between the parties can not be reached in these informal meetings, then a formal hearing of the complaint will be scheduled by the Commission where a decision can be reached.

Please note that it is the responsibility of the parties to this complaint to be proactive in scheduling meetings or participating in whatever process they chose to resolve the dispute prior to the necessity of a formal commission hearing. Do not wait for the Intake Person to call you. If you simply need a neutral place to meet you may reserve space at the town hall by calling the Intake Person.

A copy of this complaint will be returned to you for your records. A copy of the complaint will be forwarded to your landlord for his/her response. You may provide any additional relevant information with this complaint form.

I affirm under the penalties provided by law that the information I have provided is true to the best of my knowledge

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Signature

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Date

**When you have this form completed either email it along with the Contact Form and all other pertinent documents to [fairrent@newmilford.org](mailto:fairrent@newmilford.org) or mail/drop it off at the Mayor’s Office at 10 Main Street, New Milford, CT 06776. If you have any questions call 860.355.6010.**