

Landlord Tenant Complaint Form

In cases other than emergencies, the landlord/tenant should first inform the party in violation (preferably in writing) about the problem. If there is not a response within one week, then a formal complaint using this form should be filed with the Regulated Industries Division, 111 E. Maple Ave., Independence, MO 64050. **A copy of your lease agreement and/or proof of residency, as well as a copy of your state issued identification is required to accept this complaint.**

Complainant Information

Name: _____
 Address: _____
 City, State & Zip Code: _____
 Daytime Phone Number: _____
 Address of Violation: _____

- I am a tenant wishing to file a complaint about my house or apartment.
 I am the landlord, property manager or owner's representative wishing to file a complaint about a tenant.

Violation Type	Description and Location of Violation
<input type="checkbox"/> Electrical	_____
<input type="checkbox"/> Plumbing	_____
<input type="checkbox"/> Mechanical (stove, etc.)	_____
<input type="checkbox"/> Ventilation	_____
<input type="checkbox"/> Walls, Ceilings or Floors	_____
<input type="checkbox"/> Windows or Doors	_____
<input type="checkbox"/> Exceeding Occupancy	_____
<input type="checkbox"/> Roof	_____
<input type="checkbox"/> Structural Problems (foundation, porch, etc.)	_____
<input type="checkbox"/> Other	_____
<input type="checkbox"/>	I did NOT receive a Landlord Tenant Guide from the Landlord when I moved to this property.
<input type="checkbox"/>	I believe conditions exist that present an immediate health/safety threat. **

**These types of conditions will warrant an immediate inspection. Upon inspection, these conditions typically result in the Building Inspections Division deeming the premises "Unsafe to Occupy" and ordering the premises to be vacated immediately.

Information Regarding the Person In Control of the Property

Name: _____
 Address: _____
 City, State & Zip Code: _____
 Daytime Phone Number: _____

This person is the: Landlord Tenant

Have you made this person aware of your complaints? Yes No

Is there currently an eviction in progress at this property? Yes No

I certify that the statements given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this complaint as may be necessary to perform an enforcement action. By signing below, I am acknowledging that I am the property owner, property manager, landlord, or tenant and that I am granting permission for an interior inspection of the property. I understand that all violations observed during the inspection must be corrected. I also understand that all parties involved may have violations for which they are responsible. Finally, I understand that once an inspection is conducted and violations are found a re-inspection must be conducted by Regulated Industries Division.

Signature: _____ Date: _____