



## The Corporation of the Municipality of Calvin – Ontario Regulation 517/06

Schedule A to By-Law No. 2018-013

### Tenant Complaint about Maintenance of Rental Units Within The Municipality of Calvin

Use this form if you have requested repairs for your rental unit and/or building to your landlord and the repairs have not been addressed in reasonable amount of time. Before filling out the form, please read the following instructions carefully. Providing insufficient or inaccurate information may result in delays in processing your complaint.

#### Part I: Instructions

##### To fill out this form:

1. You must currently reside in the rental unit which is the subject of this form.
2. You need to provide a valid property address, your contact information, and the contact information of your landlord.
3. You should have informed the landlord, property manager or superintendent of the issue in writing and given them a reasonable amount of time to correct the problem. You may be asked to provide proof of such communication.
4. You should contact your municipality to confirm if it has a property standards bylaw covering residential rental maintenance. The Province may not have jurisdiction to handle your complaint if your municipality has a property standards bylaw.
5. You may also seek recourse for a residential rental property maintenance issue by filing an Application about Maintenance with the Landlord and Tenant Board. Filing a complaint with your local municipality and filing an application with the Board are separate processes.

##### Please confirm the following:

I have informed the landlord, property owner or superintendent of the maintenance issue in writing and given them a reasonable amount of time to resolve the issue before submitting this complaint.

I have included a copy of the documentation used to inform the landlord of the maintenance issue with this form.

I have contacted my municipality and confirmed that it does not have jurisdiction to deal with this maintenance issue.

Name of contact person at the municipality:

Position title of contact person:

Phone number of contact person:

Date of contact:

**Part II: General Information (please type or print clearly)**

<b>Property Information</b>	Property address (e.g. street, lot number, etc.)		Postal code
	Unit #	City or Town	Province
<b>Tenant(s) Information</b>	Name of Tenant(s)		Postal code
	Mailing address if different from above		Province
	Unit #	City or Town	
	Daytime phone number		Evening phone number
	Email address		
<b>Landlord(s) Information</b>	Name of Landlord(s)		
	Mailing address		Postal code
	Unit #	City or Town	Province
	Daytime phone number		Evening phone number

**Part III: Background Information**

What type of building do you live in? Check an appropriate box.

- House  Basement apartment  Mobile Home  Condominium  Apartment  
 Townhouse  Rooming House  Land-lease Community  Trailer  Other

Where are your maintenance problems located? Check all appropriate boxes.

- Living Room  Basement  Kitchen  Bedroom  Bathroom  Yard  Hallways  Roof  
 Other \_\_\_\_\_

**Part IV: Details about your maintenance complaint**

Please describe your maintenance issue. Check all appropriate boxes.

- Structural elements  Plumbing/drainage  Electrical  Heating  Ventilation  
 Mechanical  Lighting  Safety/ security  General maintenance  Other

You may elaborate on the maintenance problem you are having using this space. You may attach additional pages, if required.

**Part V: Authorization (please ensure that your complaint is dated and signed)**

Signature of Tenant or the Tenant's Agent:

Date:

\_\_\_\_\_