

Private & Confidential

COMPLAINT FORM

PLEASE BE ADVISED ALL OFFICIAL COMPLAINTS MUST BE IN WRITING AND SIGNED IN ORDER TO BE REVIEWED.

DESCRIPTION OF INCIDENT (S):

Did this occur on Renfrew County Housing Property? YES or NO

Date of Incident: _____

Time of Incident: _____

People Involved: _____

Incident Details: _____

Tenant Name: _____

Address: _____

Phone #: _____ **Date:** _____

Signature: _____

All complaints should be directed to the attention of the Social Housing Supervisor. The Social Housing Supervisor will follow up, each signed, written complaint. Individuals involved will be contacted and appropriate action taken. Each individual putting forth a complaint may be contacted for more information, if required, and given feed back as to the position of the Housing Corporation and action taken. Please contact this office if you have any questions.