



Winterset Residential Rental Housing Complaint Form*

*Only current tenants of rental property or rental unit may file a complaint regarding a rental housing property using this form.

Tenant Name: _____ Date: _____

Phone Number: _____ Alt. Phone Number: _____

Tenant Email Address: _____

Property Address: _____ Unit Number: _____

Property Owner Name: _____ Phone Number: _____

Manager Name: _____ Phone Number: _____

Do you currently live at this property: ☐ Yes ☐ No

Have you brought this complaint to your landlord's attention: ☐ Yes ☐ No Date: _____

Description of Complaint:

Please attach any pictures and documents to support your complaint. **Written documentation is required as proof of communication to the property owner/agent.**

I understand that by filling this complaint that the City of Winterset will make contact with the property owner or owner's representative to investigate the problem. I also understand that the City will only investigate complaints that are from the current tenants of the property and that the name of the reporting tenant is public information and will be released to the owner at the time of notice. The City will make contact with the owner or owner's representative within two (2) business days of the date this complaint is received. I understand that there are some items in which the City may not be able to assist on and that in those cases the City will notify me using the contact information provided above. Finally, I understand that if the complaint is found not to have merit, I will be responsible for paying the inspector the \$50 inspection fee. I certify that all the information on this form is true and correct.

Signature: _____ Date: _____