



TOWN OF GRAVENHURST

LANDLORD/TENANT COMPLAINT FORM

Required fields are marked with asterisks (*)

TENANT INFORMATION

Complainant Full Name *

Complainant Complete Civic Address *

Telephone Number *

Email address *

Date of complaint *

Enter the complete civic address of the property complaint *

Nature of complaint: *

Do you have a photo of the complaint? * (if "yes" please upload or attach a photo).

Yes

No

Provide details of the complaint:

OWNER/LANDLORD INFORMATION

Owner/Landlord Full Name *

Owner/Landlord Complete Civic Address *

Owner/Landlord Telephone Number *

Owner/Landlord Email Address

* Please check the box if any of the following apply:

Has there been any interaction with the Landlord Tenant Board (Tribunal) LTB?

Has there been any Resolution Orders issued to the Tenant or Landlord by the Landlord Tenant Board (Tribunal) LTB?

Are there any Notices or Orders issued to you as the Tenant by the Owner/Landlord?

Are there any Eviction Notices issued to you as the Tenant by the Owner/Landlord?

Is there a proposed move out date scheduled?
If so, when? _____

Have you previously provided a written complaint to the Landlord before submitting this complaint? If so, please attach the complaint to this form.

Please note that a written complaint will be required to be submitted to your landlord prior to a complaint form being submitted to By-law Services. The written complaint should include the following:

- The Tenants information
- The Landlords information
- The address where the concerns are located
- Detailed information outlining the concerns
- A time frame for the Landlord to respond to the letter (minimum 14 days)

Please ensure that you carbon copy (C.C.) the Town of Gravenhurst By-law Services (705) 687-2230 ext. 2905 on the letter/email.

Personal Information Disclaimer:

This form is collected under Section 238 of the Municipal Act, 2001, S.O. 2001, c.25 (as amended) and will be used to respond to the feedback provided and for reporting requirements pursuant to O/Reg. 429/07 Customer Service Standards.

The personal information you choose to provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), M.56 R.S.O. 1990. The information you provide will be used to investigate the complaint and may be used for contact purposes. Questions about this collection can be directed to the Deputy Clerk/Committee Coordinator