

**City of Allegan  
Tenant Complaint Form**

**Please provide a copy of your lease or rent receipts**

Date Filed: \_\_\_\_\_

Property Address: \_\_\_\_\_ Building \_\_\_\_\_ Unit \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_ (if known by complainant)

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Complainant Information    Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Phone # : \_\_\_\_\_

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Are you current on your rent? Please Circle Yes or No

Complaint: Be as descriptive as possible with the issue that you are having from your landlord.

I hereby swear and affirm that to the best of my knowledge and ability; I believe the above statement to be a true and factual representation of the conditions and/or problems currently occurring at the above referenced rental unit and I have notified my landlord of these issues first and I am not completing this due to being undergoing an eviction or have been evicted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Complaint Frequently Asked Questions and Procedures

1. The City may only address complaints regarding the conditions of the building in relation to the City of Allegan's Code of Ordinances. This does not include issues concerning payments, rent increases, trash pick-up, or illegal entries.
2. If you have a lease or rental agreement, please do not file a complaint regarding something that is clearly your responsibility to maintain according to the lease or rental agreement. The city cannot act as a mediator or court to resolve civil matters between two parties.
3. Please give us as much specific information as possible regarding your complaint. For example, do not just tell us the roof leaks; tell us which room the roof leaks in. Be specific.
4. There are no fees charged to the tenant for filing a complaint. However, after an inspection has been performed, if the inspection reveals to the building official that no violation of the City of Allegan's Code exists, the complainant(s) shall be responsible for the payment of the inspection fee.
5. If you no longer live at the property, a search warrant or written permission of the current owner must be obtained.
6. Whenever, upon inspection of the registered premises, or of the records required to be kept hereunder, the building official finds that conditions or practices exist which are in violation of the provisions of Sec. 7-36 of the City of Allegan Code of Ordinances, or of any applicable rules and regulations pursuant thereto, he shall serve the owner or operator with notice of the violation in the manner provided by the Code.
7. All inspection fees shall be the responsibility of the owner(s) of each rental unit, except in the case that after an inspection has been performed, it is found that a code violation does not exist. In this case, the fee will become the responsibility of the complainant.

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**112 Locust St.  
Allegan, MI 49010  
269-673-5511**