LANDLORD / TENANT GENERAL INQUIRY FORM
LANDLORD / TENANT HOUSING ADVISORY COMMITTEE

1. Date of Inquiry: _______________________
   Inquiry Type: Landlord or Tenant:________________________

2. Full Name: ___________________________________________________________
   Address: _______________________________________________________________ Apt.
   Telephone Number (Home) _______________________ Work: ___________________
   Cell: __________________ Email Address (Required): ________________________________________________________________________

3. Type of Inquiry – Circle one or all that apply and briefly describe the situation:
   ✓ Landlord Complaint_______________________________________________________________
   ✓ Tenant Complaint________________________________________________________________________________
   ✓ General Information or Referral Need_________________________________________________________________
   ✓ Dwelling/Housing Violation ___________________________________________________________
   Additional Details: ____________________________________________________________________________
   _________________________________________________________________________________________
   _________________________________________________________________________________________
   _________________________________________________________________________________________

4. Complete the Below Property Information – if this inquiry is regarding a rental unit. Otherwise leave this section blank.
   A. Is the dwelling in a multifamily building of three or more units? No____ Yes_____ # of Units? ____
      If known
   Is it a condo/co-op or house? _________________ If a house is the dwelling a one or two - family house? _______
   B. Does the owner live in the building? No_____ Yes____
   C. Is there a current lease? No_____ Yes_____ Expiration Date: ____________
   D. Name of Landlord/Owner_________________________________Address____________________________________
      Owner phone :_____________________________________Owner Email:______________________________

5. What Type of Advisement or Information are You Seeking from this Committee? PLEASE PRINT READIBLY
   _________________________________________________________________________________________
   _________________________________________________________________________________________
   _________________________________________________________________________________________
   _________________________________________________________________________________________

6. Have you discussed the above matter with your tenant or landlord? Yes _____ No____

7. Have you reported the above matter(s) to any other agency, court or local municipal official(s)? No____ Yes____
   If yes, what agency, court or municipal official(s)? ________________________________

Please be aware that this committee does not meet with landlords nor tenants who have formal legal case(s) pending with the courts.

Note and Disclaimer: In person appointments are suspended until further notice due to COVID19. Currently all correspondence is via email. If you request a virtual voluntary meeting or mediation with this Committee, and individual(s) named in this inquiry, additional information could be requested in matters of complaint(s). The Committee cannot provide legal advice, nor recommend legal counsel to landlords or tenants but may upon request provide resource referral networks. The committee will not be held liable if you share this information with other parties. Form Submitter Signature is Required Here: __________________________________________

INSTRUCTIONS:
   1. Complete one copy of this form, scan and email it to: LandlordTenantCommittee@gmail.com
   2. Upon receipt of your completed form, you will be notified within 5-7 business days via email or phone for further clarification.

Rev. 8/10/2022
3. Upon request a virtual meeting or mediation may be scheduled for a time that works for all parties at the Committee’s discretion.