NCIHA-RESIDENT COMPLAINT FORM

Name:_____ **Date**:_____

Address:_____ **Daytime Phone#**_____

Description of lease violation witnessed by above named complainant including names, dates, time of day, location and a full explanation of events.

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What do you think would resolve the problem you have described? (check appropriately)

Reminder of lease agreement provisions _____
Written reminder of community rules _____
Home visit to discuss community rules _____
Community meeting to review rules/regulations for residents_____

By signing this complaint, I understand that Northern Circle staff will attempt to resolve this issue in accordance with NCIHA's Complaint Procedure. I further understand that depending on the severity of the lease violation, I may be asked to **testify in a court** of law in the event this complaint leads to eviction proceedings. I further acknowledge that NCIHA will not review **anonymous complaints** and that all complaints must be submitted in writing to initiate review of a complaint.

Signed:_____ Date:_____