



Complaint Inspection Form

Use the document below outlining the needed repairs and send it to your landlord. A reasonable time period, defined as 30 days, unless the condition is threatening to the tenant's health, should be allowed for repairs. Include photographs if possible. You have the option of sending the letter certified mail with return receipt requested. Make 3 copies: one to send to the landlord, one for you to keep and one for Knox Metropolitan Housing Authority. You are responsible for sending the copy to your landlord.

Date: _____

Landlord Name: _____

Address: _____

Dear _____ (Landlord Name)

This letter is being sent to you pursuant to the Ohio Revised Code governing obligations of a landlord, section 5321.04 (A). I am requesting that the following repairs be made to the unit I occupy at:

(Tenant's Address) _____

Items to be repaired:

1. _____

2. _____

3. _____

I am requesting the above repairs be remedied, please contact me as soon as possible to discuss when these repairs can be made.

Photos have been printed and attached, if applicable. _____ YES _____ NO

Respectfully,

Tenant Signature: _____

Phone Number: _____