



Schedule "B"

City of Clarence-Rockland
 1560 Laurier St.
 Rockland, Ontario, K4K 1P7
 Tel: 613-446-6022 ext. 2254
 Fax: 613-446-1497
construction@clarence-rockland.com

Property Standard Complaint Form

Use this form if you believe the unit and/or building you live in needs repairs. Please return the completed form to the address or email listed above.

Property information:		
Property address		Unit #
City, Town	Province	Postal code
Tenant information:		
Name of Tenant		
Mailing address if different from above		Unit #
City, Town	Province	Postal code
Daytime phone number	Cell number	E-mail
Landlord information:		
Name of Landlord		
Mailing address		Unit #
City, Town	Province	Postal code
Daytime phone number	Cell number	E-mail

Please indicate if you have informed your landlord about the maintenance problem?

Landlord informed in writing; date _____ Landlord informed verbally; date _____

Landlord not informed; explain: _____

Where is the maintenance problem located?

Living room Hallways Bedroom Bathroom

Basement Kitchen Roof Other _____

What is the type of building?

- House Accessory apartment Land-lease Community Condominium
 Townhouse Mobile home Rooming home Other _____

Details about the maintenance complaint:

Please describe the maintenance problem, and where it is located, provide as much information as possible. You may attach additional pages, if required.

Personal information contained on this form will be kept confidential. It is understood that if required I, the complainant, will provide or present evidence in support of this complaint at any hearings of the Property Standards Committee or in an Ontario Court of Law.

- I agree I don't agree, explain: _____

Authorization: *(form must be complete)*

Signature of Tenant: _____ Date _____