



RE: RENTAL PREMISES STANDARDS OF MAINTENANCE BYLAW

In order to register your complaint with the District of Maple Ridge please complete the attached complaint form and return it to our office **along with a copy of your dated correspondence to your Landlord advising him/her of the deficiencies.**

By providing our office with a written list of deficiencies we will be able to demonstrate to the Landlord that the problem is serious and if not corrected may result in penalties. Should the attached paperwork not be completed properly and returned to this office, no further action will be taken.

While we cannot guarantee that the problem will be resolved immediately, we will endeavour to effect a successful conclusion. Generally, our best results are achieved when we work closely with both the complainant and the Landlord.

If you require further information or clarification, please do not hesitate to contact our Building Department at 604-467-7311. Our office hours are Monday to Friday 8:00 am to 4:00 pm.



STANDARDS OF MAINTENANCE COMPLAINT FORM

Deep Roots
Greater Heights

THE FOLLOWING IS TO BE FILLED OUT IN FULL BY THE COMPLAINANT.

TODAY'S DATE: _____

NAME OF COMPLAINANT: _____

ADDRESS OF COMPLAINANT: _____

PHONE NUMBER: (DAY): _____ (EVENING): _____

NUMBER OF YEARS AT THIS ADDRESS: _____

ARE YOU IN A DISPUTE WITH YOUR LANDLORD(S)? : _____

IS THIS THE END OF YOUR TENANCY? : _____

IF YES, WHAT DATE YOU WILL BE MOVING OUT? : _____

HOW LONG HAS THE PROBLEM(S) EXISTED? : _____

DATE YOU ADVISED THE LANDLORD, IN WRITING, OF THE PROBLEM(S): _____

PLEASE ATTACH A COPY OF THE CORRESPONDENCE YOU SENT TO THE LANDLORD ADVISING HIM/HER OF THE PROBLEM(S).

DETAILS OF COMPLAINT:

