



RE: RENTAL PREMISES STANDARDS OF MAINTENANCE BYLAW

In order to register your complaint with the City 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.

RENTAL PREMISES STANDARDS OF MAINTENANCE COMPLAINT FORM

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

TODAY'S DATE: _____

NAME OF COMPLAINANT: _____

ADDRESS OF COMPLAINANT: _____

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

NUMBER OF YEARS AT THIS ADDRESS: _____

HAVE YOU CONTACTED THE RESIDENTIAL TENANCY BRANCH ABOUT THE ISSUE(S)? _____

IF YES, WHAT DATE DID YOU CONTACT THEM? : _____

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

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

IS THIS THE END OF YOUR TENANCY? : _____

IF YES, DATE YOU WILL BE MOVING OUT: _____

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

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

DETAILS OF COMPLAINT:

RENTAL PREMISES STANDARDS OF MAINTENANCE COMPLAINT FORM CONTINUED

PLEASE PRINT CLEARLY

DETAILS OF COMPLAINT CONTINUED:
