

**Minimum Housing Complaint Form**  
**Email completed forms to [beldridge@woonsocketri.org](mailto:beldridge@woonsocketri.org)**

Have you made your landlord aware of the problems in your apartment?  
(Did you give your landlord a written complaint via email, text, certified mail)?

Have you given the landlord a reasonable amount of time to respond and make repairs?

Were these issues present when you moved in and accepted the apartment?

How long have you lived there? How long have these problems persisted?

Are you being evicted or received a termination of tenancy?

Is your rent paid up to date or are you withholding rent?

Have you set up an escrow account and made landlord aware that you are exercising this right until repairs have been completed?

Do you have a contact number for the owner or property manager (please list)?

This department's function is to protect the health and safety of all occupants in all residences through code enforcement, but tenants have responsibilities and duties prior to filing a complaint with the local code enforcement office. **The City of Woonsocket inspection department is not to be used at will as a leverage tool to avoid eviction proceedings.**

Complaint Date: \_\_\_\_\_

\*Address \_\_\_\_\_ \*Apt. \_\_\_\_\_

\*Tenant (spelling required) \_\_\_\_\_ \*Phone# \_\_\_\_\_

List nature of complaints \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspection Date/Time \_\_\_\_\_