

TENANT:

- 1). *READ THIS PAGE CAREFULLY*
- 2). *FILL OUT COMPLAINT FORM*
- 3). *TAKE THIS PAGE WITH YOU*

Important information regarding Code Enforcement Housing procedures.

Notice of Complaint must be filled out completely, signed and dated by tenant currently residing at the referenced location of complaint.

Tenant will be contacted within 5 days by mail as to the intended date and time of the inspection. If emergency conditions exist {as specified in 105 CMR 410.820(A)(1)}, tenant will be contacted by phone to arrange an inspection as soon as possible.

Tenant or authorized representative must be present at the time of inspection.

Landlord will be notified of the date and time of the inspection and may elect to be present. Along with notification, the landlord will also be provided with the following statement:

Retaliatory Rent Increases or Evictions Prohibited (General Laws Chapter 186, Section 18 and Chapter 239 Section 2A) The owner may not increase the rent or evict a tenant in retaliation for making a complaint to the local code enforcement agency about code violations. If the owner raises the rent or attempts to evict a tenant within six months after the complaint has been made he or she will have to show good reason for the increase or eviction which is unrelated to the complaint.

Upon request, the landlord may be provided with a copy of the Notice of Complaint.

This Notice of Complaint or subsequent finding of code violations does not necessarily prohibit your landlord from proceeding with legal action against you for any unrelated lease/rental agreement violation or previously initiated eviction process.

If violations of the State Sanitary Code are found at the time of inspection, tenant and landlord will be notified by mail as to these findings within seven days.

Tenant must allow access to the landlord or representative at any reasonable time to make the necessary repairs. Failure by the tenant to allow access is a violation of the Sanitary Code and will result in the appropriate action.

In most cases the landlord will have 30 days to comply with the code, failure to do so will result in the department initiating legal proceedings on behalf of the tenant.

PLEASE DO NOT SUBMIT PHOTOGRAPHS WITH YOUR COMPLAINT.

Accountant 862-6200
Assessors 862-6203
Cable TV 862-6204
Clerk 862-6207
Cemetery 862-4400
Collector 862-6201
Electric 862-4400



Highway 862-3100
Police 862-6209
Selectman 862-6211
Sewer 862-6215
Town Hall 862-3265
Treasurer 862-6202
Water 862-3104

Town Of Russell
65 Main Street • P.O. Box 407
Russell, Massachusetts 01071-0407

NOTICE OF COMPLAINT

Person making complaint _____ Date _____

Address _____ City _____ Zip _____

Telephone # _____

Location of complaint _____

Property owner _____

Address _____ City _____ Zip _____

Telephone # _____

COMPLAINT:

Signature of complainant _____