



City of Bay City – Tenant Complaint Form

301 Washington Avenue, Bay City, MI 48708 – Telephone – 989-894-8162

Property Information:		
Location Address:	Unit #:	Total Units:
Owner Information:		
Name:	Mailing Address:	Telephone #:
Manager Information:		
Name:	Mailing Address:	Telephone #:
Complainant (Tenant) Information:		
Name:	Mailing Address:	Telephone #:
Please answer the following questions:		
Have you notified the owner and/or manager of the problem(s) listed in the complaint? <input type="radio"/> Yes <input type="radio"/> No		
How did you notify the owner and/or manager? <input type="radio"/> Written Notice <input type="radio"/> Phone Call <input type="radio"/> In Person		
When did you first notify the owner and/or manager?		
When was the last notification to the owner and/or manager?		
Do you have a written lease or rental agreement? <input type="radio"/> Yes <input type="radio"/> No		
Did you receive an inventory checklist at move in? <input type="radio"/> Yes <input type="radio"/> No		
Did you complete and return the inventory checklist? <input type="radio"/> Yes <input type="radio"/> No		
Are you currently being evicted or been served with a written demand for possession from the owner and/or manager? <input type="radio"/> Yes <input type="radio"/> No If so, when were you served?		
Are you currently withholding rent pending completion of repairs? <input type="radio"/> Yes <input type="radio"/> No		
Have you notified the owner in writing that you are withholding and/or escrowing rental payments? <input type="radio"/> Yes <input type="radio"/> No		
Have you deposited the rent into an escrow or savings account at a lending institution? <input type="radio"/> Yes <input type="radio"/> No		

