



*Strengthening Homes, Communities and Lives*  
175 Water St Catskill, NY 12414  
**Telephone** 518-943-5170 • **Fax** 518-943-4342  
**www.rupco.org**

## UNIT COMPLAINT



**Tenant Name:** \_\_\_\_\_

**Phone # you can be reached at:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Have you contacted your landlord in regards to this complaint?**  Yes  No  
**\*If not, you must contact your landlord first.**

**Caseworker (circle one):** • Karyn Perez • Danielle Antonelli

**Problem with unit (be specific as possible):**

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**Is this an emergency (read below prior to checking)?**  Yes  No

**\*Please be advised that according to HCR's Administrative Policy Section 23.13, emergency repair items are defined as: Major plumbing leak, gas or fume leak, ceiling in danger of falling, electrical problems which could result in shock or fire, no heat when outside temperature is below the Fahrenheit degree, inoperable smoke or carbon monoxide detector, no running hot water, lack of functioning toilet, or any obstacle which prevents tenant's entrance or exit**



**MEMBER**

*RUPCO is an equal opportunity provider and employer.*