



Strengthening Homes,
Communities
and Lives

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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): • Barbara Haas • Rhianna Burger • Marie Pickel • Cristal Jaycox
• Deanna Dallmann • Jane Podgurski • Mary Jane Lautenbach

Problem with unit (be specific as possible):

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.