



**Town of Penetanguishene
By-law Complaint Form**

date stamp here

PLEASE BE ADVISED THAT ALL COMPLAINTS ARE PRIVATE AND CONFIDENTIAL AND PROTECTED PURSUANT TO THE FREEDOM OF INFORMATION AND PROTECTION TO PRIVACY ACT, R.S.O. 1990 AS AMENDED. NO NAME WILL BE DISCLOSED WITH RESPECT TO ANY INVESTIGATION AND/OR CHARGES WHICH MAY BE LAID.

Date: _____

Name of Complainant: _____

Address: _____

Phone No. _____

COMPLAINT

Address of Property: _____

Nature of Complaint: _____

For additional space use back of form

For Property Standards Complaints disputes between landlord and tenant require proof that the Offender has been provided with written notification of your concerns. Please write to the Offender, listing each of the areas of concern and request that they respond to you in writing, ask that they response provide a reasonable date and time of when they will come to look at the problem and/or fix it. Send the letter by registered mail and provide a copy of both the letter and the registered mail receipt to the Town of Penetanguishene municipal office.

COMPLAINANT'S DECLARATION

I have notified the Offender: In Writing: yes _____ no _____ Verbally: yes _____ no _____

I have read the above noted requirement and have attached copies of these documents:
yes _____ no _____

I AFFIRM THAT I HAVE PERSONAL KNOWLEDGE OF THE FACTS CONTAINED WITHIN THIS FORM AND THAT THE INFORMATION CONTAINED WITHIN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE. IF NECESSARY TO TAKE THE MATTER TO COURT, I AGREE TO APPEAR TO TESTIFY AND TO GIVE EVIDENCE TO SUBSTANTIATE THE COMPLAINT WITHOUT BEING SERVED A SUBPOENA.

Signature of Complainant

FOR OFFICE USE ONLY

Name of Owner: _____
Mailing Address of Owner: _____

Roll No: _____
Occurrence No: _____
Referral Date: _____
Referred To: _____
Type of Occurrence: _____