

**WALLINGTON RENT LEVELING BOARD
TENANT COMPLAINT FORM**

TENANT(S)(List all responsible)_____

ADDRESS _____

BUILDING # _____ APT. # _____

FLOOR _____

TELEPHONE # _____

BUILDING COMPLETED _____

(MONTH/YEAR)

CASE NUMMBER _____

DATE _____

NUMBER APARTMENTS _____

DOES THE LANDLORD LIVE IN

ONE OF THE UNITS _____

NO. OF ROOMS _____

(Optional at this time)

EST. TOTAL SQ. FT _____

(Optional at this time)

LEASE

WRITTEN YES ___ NO ___

START DATE _____

EXPIRATION DATE _____

NEW RENT \$ _____

AMOUNT OF LAST INCREASE \$ _____

CAPITAL IMPROVEMENTS \$ _____

OLD LEASE END DATE _____

OLD RENTAL(LAST YEAR) _____

CURRENT RENT \$ _____

DATE OF LAST INCREASE _____

ADDITIONAL SURCHARGE \$ _____

***** ATTACH A COPY OF YOUR OLD AND NEW LEASE*****

HOW WERE YOU INFORMED OF RENT INCREASE ORALLY?___ WRITTEN?___

If you were informed in writing, did you receive a certified letter or personal delivery of the notice? YES___ NO___

WERE YOU INFORMED OF THE CONSUMER PRICE INDEX FORMULA?

YES ___ NO ___ (IF PROVIDED, ATTACH THE FORMULA GIVEN BY LANDLORD)

LANDLORD'S NAME _____

MAILING ADDRESS _____

TELEPHONE # _____

IN THE SPACE PROVIDED, PLEASE STATE THE NATURE OF YOUR COMPLAINT

HEARING DATE _____ 7:00 p.m. (To be filled in by Municipal Clerk)

CIVIC CENTER, WALLINGTON MUNICIPAL MEETING ROOM, 24 Union Blvd,

Wallington, NJ

___ I INTEND TO TESTIFY AT THE PUBLIC HEARING SCHEDULED IN THE MATTER.

_____(Tenant Signature)

PLEASE NOTE: YOUR LANDLORD MUST BE SERVED A COPY OF YOUR COMPLAINT NO LATER THAN 10 DAYS BEFORE THE BOARD'S SCHEDULED HEARING DATE. SERVICE MAY BE MADE PERSONALLY OR BY SENDING A COPY OF THE COMPLAINT TO YOUR LANDLORD BY REGULAR MAIL AND CERTIFIED MAIL RETURN, RECEIPT REQUESTED, ADDRESSED TO LANDLORD AT LANDLORD'S REGULAR ADDRESS.

CERTIFICATION

I CERTIFY THAT I SERVED THIS COMPLAINT UPON MY LANDLORD AS PROVIDED ABOVE BY DELIVERING ___ PERSONALLY; ___ REGULAR & CERTIFIED MAIL, RETURN RECEIPT REQUESTED; A TRUE COPY OF THE COMPLAINT TO MY LANDLORD ON ___ DAY OF _____, 20___. (Attach Postal Receipts or present at meeting)

I CERTIFY THAT THE FORGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE STATEMENTS ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT. _____

(Tenant Signature)

TO THE LANDLORD: THE ABOVE COMPLAINT HAS BEEN FILED WITH THE RENT LEVELING BOARD OF THE BOROUGH OF WALLINGTON. A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE INDICATED ABOVE. IF YOU WISH TO BE HEARD IN THIS MATTER, YOU HAVE THE RIGHT TO APPEAR AND BE HEARD. IF YOU FAIL TO APPEAR, THE BOARD MAY RENDER A DECISION ON THE COMPLAINT IN YOUR ABSENCE.