



Residential Rental Application Fee Complaint Form

The City of Grand Rapids *Residential Rental Application Fees Ordinance* protects applicants from unnecessary or predatory collection of fees. This form serves as the written complaint for prospective tenants who were charged an application fee in violation of the Ordinance. A complaint must be filed with the City within 30 days from the date a denial is received by the applicant. Only rental applicants can submit complaints, but may do so with assistance from a third party if necessary.

Complainant Information

Name: _____

Address: _____

Phone: _____ Email: _____

Description of Complaint (Please check all, but only those, that apply.)

I paid a rental application fee of \$_____, but the following was not provided to me:

- A denial letter stating the reason(s) I did not receive the rental unit.
- A written disclosure statement clearly stating the criteria on which the application would be judged; including a description of the screening process, and the name and contact information of the person, agency or third party used to screen the application.
- A written disclosure statement indicating the amount to be charged for applying and an itemized explanation of the costs and use of the application fee.

I paid a rental application fee of \$_____, but

- The advertisement or posting for the rental unit(s) did not indicate an application fee would be charged.
- My application was not screened and the fee was not returned to me.
- The amount paid exceeded the cost of the screening process as specified in the disclosure statement.
- The residential rental unit(s) applied for were not available or intended to be available, and I did not consent to being put on a waiting list.

Property Owner/Manager Information (Provide as much information as possible. If unknown, please provide the full address of the rental unit for which an application was submitted.)

Name: _____

Address or Unit Address: _____

Phone: _____ Email: _____

I attest that the above information is a true and accurate statement of events.

Signature of Complainant

Date

