Tenant's Complaint of Owner's Failure to Renew Lease and/or Failure to Furnish a Copy of a Signed Lease

Instructions to Tenant: Please type or print clearly all information requested on both sides of this form and attach the evidence requested below. Mail or deliver the original plus one copy of the signed form, and one copy of all attachments, to the Rent Office shown above. Keep one copy for your records.

Note: Pursuant to the Tenant Protection Regulations, an owner is required to offer a tenant in writing the option of a one or two-year renewal lease not more than 120 days and not less than 90 days prior to the end of the tenant's prior lease term. The tenant must be afforded 60 days to renew the lease and select a one or two-year term. Furthermore, an owner must furnish to a tenant a copy of a fully executed new or renewal lease bearing the signatures of the owner and the tenant and the beginning and ending dates of the lease term, within 30 days from the owner's receipt of the lease signed by the tenant.

Part I - General Information

1. Mailing Address of Tenant: (Please print or type)
   - Name:
   - Number/Street
   - City:
   - State, Zip Code:
   - Telephone Number: Bus. (     )
   - Res. (     )

(a) Subject Building (if different from tenant's mailing address):

   - Number and Street
   - Apartment Number
   - City, State, Zip Code

(b) I have SCRIE or DRIE: [ ] Yes [ ] No

(c) Section 8 Program: [ ] None [ ] U.S. Dept of Housing & Urban Development [ ] Housing Choice Voucher

Part II - Rental History

3. Terms of apartment rental: Complete either (a) or (b) and both (c) and (d)
   (a) I moved into this apartment on _____/_____/______ under a written lease of ________ years, commencing on _____/_____/______ and expiring on _____/_____/______ at a rental of $__________ per month.
   (b) I moved into this apartment on _____/_____/______ without a written lease at an initial rent of $__________ per month.
   (c) The last lease I received for this apartment was for a period of ________ years, commencing on _____/_____/______ and expiring on _____/_____/______ at a rental of $__________ per month.
   (d) I [ ] am [ ] am not up to date with my rental payments.
Part III - Nature of Complaint

(Check applicable boxes. If you have additional comments on questions 4-8, please attach additional sheets.)

☐ 4. The owner refuses to give me a renewal lease.

☐ 5. The owner refuses to give me a lease for ________ years as I requested. The owner offered a lease for ________ years.

☐ 6. The owner refuses to offer me a renewal lease on the same terms and conditions as were contained in my expiring lease. The owner has made changes in the new lease. (Identify the clauses in the expiring and new leases below.)

☐ 7. The owner failed to furnish me with a signed copy of my new or renewal lease.

☐ 8. The owner refuses to add my spouse's name on the renewal lease.

☐ 9. The complaints contained in this application were brought to the attention of the owner or his/her agent:

☐ In person ☐ By phone ☐ By letter or other written notice

Part IV - Evidence

The following evidence must be submitted to support your complaint:

1. A photocopy of your initial lease for the apartment.

2. A photocopy of the current or last lease for your apartment.

3. Proof of payment of rent for the last six (6) months immediately preceding the filing of this complaint.

4. If you are seeking the addition of your spouse as a tenant named on the renewal lease, please submit a photocopy of your Marriage Certificate, together with evidence that your spouse is residing in the apartment and that you asked the owner to add your spouse's name on the lease.

5. Any other relevant evidence to support your complaint.

Complete this section if you have additional comments on questions 4-8 in Part III:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have read the above statements and I affirm, under the penalties provided by law, that the contents are true to my own knowledge. It is not necessary that the above be sworn to, but false statements may subject me to the penalties provided by law.

________/______/______
Date

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Be sure to date and sign this form

Tenant's Signature