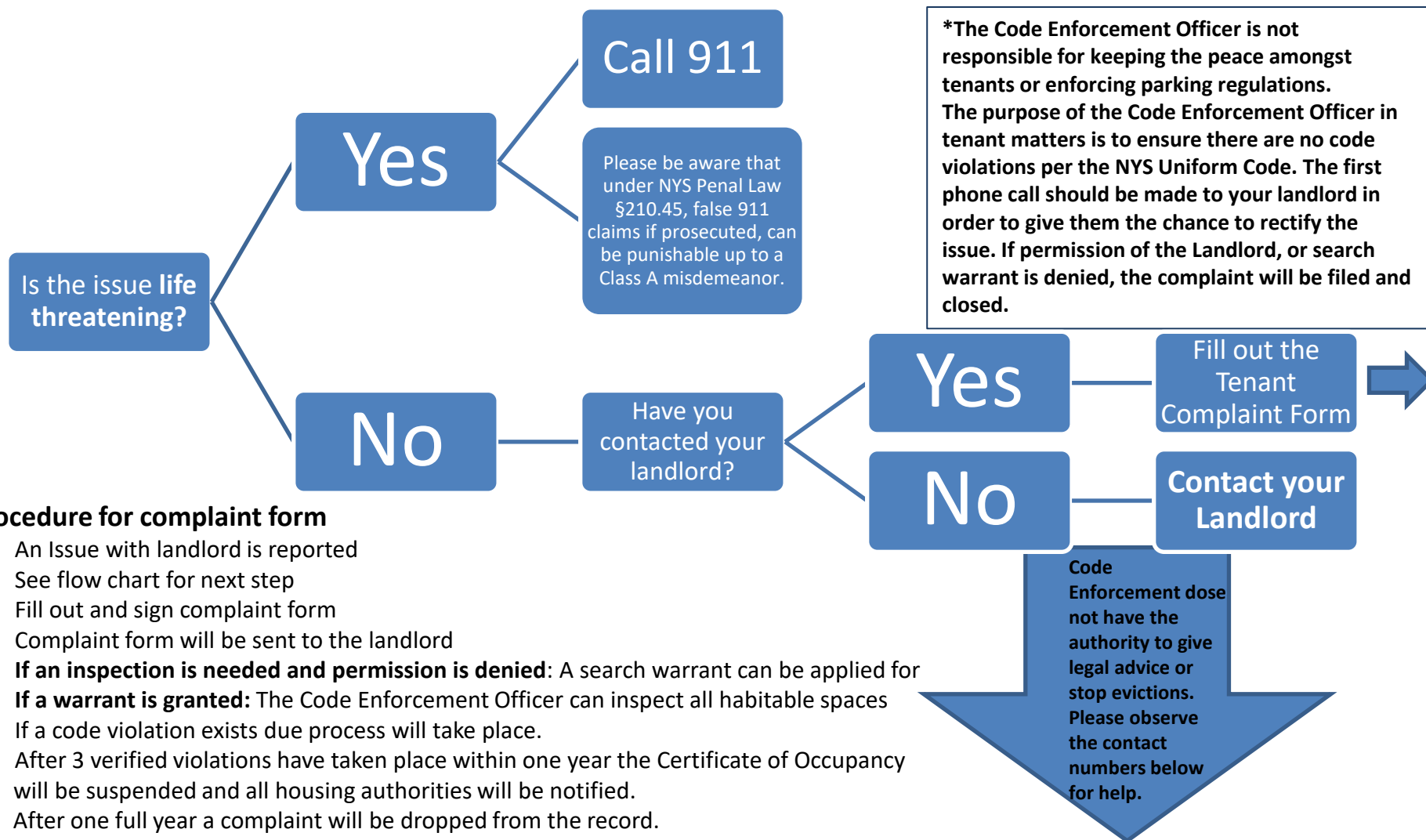


Town of Sodus Tenant Complaint Procedure



Procedure for complaint form

- An Issue with landlord is reported
- See flow chart for next step
- Fill out and sign complaint form
- Complaint form will be sent to the landlord
- **If an inspection is needed and permission is denied:** A search warrant can be applied for
- **If a warrant is granted:** The Code Enforcement Officer can inspect all habitable spaces
- If a code violation exists due process will take place.
- After 3 verified violations have taken place within one year the Certificate of Occupancy will be suspended and all housing authorities will be notified.
- After one full year a complaint will be dropped from the record.

If at any point you or someone you know has a life-threatening issue please stop and dial

911

- Wayne County ARC – 315-331-7741
- Wayne County Department of Aging & Youth – 315-946-4881
 - Newark Housing Assistance – 315-331-1574
- Legal Assistance of Western New York – 315-781-1465
- Wayne County Fair Housing – 1800-424-8590

Date:

Date the Issue Started:

Date the Landlord was Contacted:

Apartment Address:

Apartment Number:

Name of Landlord:

Landlord Phone Number:

By filling out the following you are swearing that to the best of your ability all statements are true

Please briefly describe the nature of the complaint:

The following information is required:

Tenant Name:

Tenant Phone:

I swear to the best of my ability that the statements above are true.

Please Sign:

Disclaimer:

The purpose of this form is to ensure that the NYS Uniform Code is not being violated. Please be aware that this document will be sent to your landlord in an effort to rectify the issue you are experiencing. If it is deemed that the issue warrants a code violation that affects the ability to inhabit your apartment, the Code Enforcement Officer may request entry into the aforementioned to verify the claim. If entry cannot be granted an administrative search warrant may be applied for based upon the information stated above. All information submitted in this document should be done under free will and with the understanding it may be used against all parties in court.

Office Use Only:

- ☐ Photographic evidence attached
- ☐ Complaint received after violation has been closed
- ☐ Visually Observed by the Code Enforcement Officer

FRANK GAHR
Code Enforcement Officer