



## Formal Complaint Instructions

NOTE: No complaint will be documented or considered until this form is completed and turned into the Landlord directly at [admin@legion-properties.com](mailto:admin@legion-properties.com)

- Fill out the formal complaint form, attaching supporting documents and evidence if available.
- Management will determine if the complaint does constitute a valid lease violation.
- Management will issue a notice to offending tenants that they have a complaint against them. **The complainant's identity will not be revealed to the offending tenants.**
- The offending tenants will have 5 business days to respond to the complaint.
- If the offending tenants do not respond within 5 business days, a formal lease violation will be issued to the offending tenants.
- If the offending tenants do respond to the complaint denying or disputing the complaint, management will determine a course of action that could include, but is not limited to, dismissal of complaint or issuance of lease violation.

Dear Tenants,

For situations where you feel threatened or in danger, or when a crime has occurred please call the police. If you feel your only course of action is to file a formal complaint, please fill out the form below in detail and turn it in to the landlord via email to [admin@legion-properties.com](mailto:admin@legion-properties.com)

Legion Property Holdings & Management Ltd.	<b>FORMAL COMPLAINT FORM</b>	
<b>Section I – Complainant's Information. Please Print or Type</b>		
Complainant's Name ( <i>last, first, MI</i> )		Apartment Number
Date & Time of Offense:	Location of Offense:	
Offender's Name & Apartment Number ( <i>if known</i> ):		
Description of Complaint/Offense: <i>Please provide detailed information regarding the nature of the complaint/offense, i.e., who, what, where, what happened. (Use additional sheets if necessary). Any evidence (i.e., police reports, photos, videos, etc...) may be included with this complaint form via <a href="mailto:admin@legion-properties.com">admin@legion-properties.com</a>.</i>		
Complainant's Signature		Date:
<b>Section II – Property Management Office Action (Internal office use only)</b>		
Date & Time Received:	Personnel Assigned:	
Action Taken ( <i>i.e., contacted complainant/offender, dismissed, etc.</i> ):		Offender Response: <input type="checkbox"/> Yes <input type="checkbox"/> No Date:
		Violation Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: