

Village of Nyack Housing Authority Complaint Form

POLICY:

1. If you have a repair during business hours please contact the office at 845-358-2476 ext 302 to place a work order. If it is after hours please contact your Tenant Representative.
2. If you have any kind of complaint it must be given to the Executive Director Toni Keys in writing so that she may have an opportunity to resolve it within forty-five (45) days from the date of the notice.
3. If you feel your complaint has not been satisfied please put your complaint in writing to the board and provide it to the Executive Director so that it may be passed on to the board.

NAME: _____

DATE: _____

ADDRESS: _____

TYPE OF COMPLAINT: MAINTENANCE ADMINISTRATIVE TENANT RELATED MISCELLANEOUS

LEGAL COUNSEL: I AM BEING REPRESENTED BY CONSEL AND GIVE CONSENT TO THE HOUSING AUTHORITY TO SPEAK WITH MY LEGAL CONSEL IN REGARDS TO THIS MATTER

ATTORNEY NAME: _____

ATTORNEY PHONE: _____

COMPLAINT (Please be specific and list what remedy and/or state what action you would like taken): _____

Signature: _____ Date: _____ (use a separate sheet of paper if necessary)

FOR OFFICE USE ONLY

ACTION TAKEN: _____

IF YOU FEEL THIS COMPLAINT HAS NOT BEEN RESOLVED YOU CAN REQUEST BOARD ACTION - PLEASE NOTE THAT PRIOR TO WRITING DIRECTLY TO THE BOARD YOU MUST HAVE BROUGHT YOUR COMPLAINT TO THE ATTENTION OF THE EXECUTIVE DIRECTOR.

Date received:	Received &
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