



TriTown Health Department
45 Railroad St
Lee, MA 01238
Phone: (413)-243-5540, (413)-243-5542
Website: <http://www.lee.ma.us/tri-town-health-department>

Instructions for Complainant
FILL OUT COMPLAINT FORM
HOUSING COMPLAINTS-TENANTS/OWNERS
KEEP FIRST PAGE

Important Information Regarding Code Enforcement Housing procedures.

Notice of complaint must be filled out completely, signed and dated by tenant currently residing at the referenced location of complaint.

Tenant will be contacted within 5 days via email or phone as to the intended date and time of the inspection. If emergency conditions exist {as specified in 105 CMR 410.820(A)(1)}, tenant will be contacted by phone to arrange an inspection as soon as possible.

Tenant or authorized representative must be present at the time of inspection. If a tenant authorizes a representative to act on behalf of the tenant, we will need that in writing prior to conducting the inspection.

For the housing inspection, inspectors must have access to all areas within the unit, including utility rooms, basements, etc. If a tenant does not have such access, the tenant must be able to get authorization for access or the landlord may be called to gain access.

Landlord will be notified after the inspection and will be provided with a copy of the housing inspection results and other supporting evidence and/or notice of correction. For information regarding landlord/tenant rights, please visit:

<http://www.mass.gov/ocabr/consumer-rights-and-resources/housing/tenant-and-landlord/>

Upon request, the landlord may be provided with a copy of the Notice of Complaint and any other public record documents related to the property and/or complaint.

This Notice of Complaint or subsequent finding of code violations does not necessarily prohibit your landlord from proceeding with legal action against you for any unrelated lease/rental agreement violation or previously initiated eviction process.

If violations of the State Sanitary Code are found at the time of inspection, tenant and landlord will be notified as to these findings within seven days; code violations as defined in the State Sanitary Code to cause an imminent health and safety hazard, all attempts to notify the owner will be immediately.

Tenant must allow access to the landlord or representative at any reasonable time to make the necessary repairs. Failure by the tenant to allow access is a violation of the Sanitary Code and will result in the appropriate action.

In most cases the landlord will have 30 days to comply with the code for violations other than imminent health and safety violations as defined by law, failure to do so will result in the department initiating legal proceedings on behalf of the tenant.



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NOTICE OF COMPLAINT

Complainant Name _____

Zip _____ Telephone # _____ Email _____

Location and town of complaint _____

Type of Complaint: _____

Property owner _____

Owner Address _____ City _____ Zip _____

Telephone # _____ Email _____

DESCRIPTION OF COMPLAINT:

Print Name _____

Signature _____ Date _____

For Office Use Only

Confirmed Date/Time of Inspection _____ Inspector _____

Referral type if applicable _____ State Agency Referral (If applicable) _____

Owner Response: _____

Department Action Taken _____

