

## Property Standards

Phone: 613-546-4291 ext. 3189

Fax: 613-542-1332

Email: [property@cityofkingston.ca](mailto:property@cityofkingston.ca)



## Property Standards Complaint Form

Please complete all fields below. Once this form has been completed, please forward it to [property@cityofkingston.ca](mailto:property@cityofkingston.ca). If you do not have access to email, please contact us at 613-546-4291 extension 3189.

### Tenant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Unit Number: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

### Landlord Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Unit Number: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

### Background Information:

What type of building do you live in?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> House               | <input type="checkbox"/> Rooming House | <input type="checkbox"/> Apartment            |
| <input type="checkbox"/> Trailer/Mobile Home | <input type="checkbox"/> Townhouse     | <input type="checkbox"/> Land-Lease Community |
| <input type="checkbox"/> Condominium         | <input type="checkbox"/> Other: _____  |   |

Does the problem affect just your unit or other areas as well?

- |                               |                                      |                               |
|-------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Unit | <input type="checkbox"/> Other areas | <input type="checkbox"/> Both |
|-------------------------------|--------------------------------------|-------------------------------|

Generally, where are your maintenance problems?

- |                                      |                                   |                                   |
|--------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Roof        | <input type="checkbox"/> Basement | <input type="checkbox"/> Bathroom |
| <input type="checkbox"/> Living Area | <input type="checkbox"/> Kitchen  | <input type="checkbox"/> Hallway  |
| <input type="checkbox"/> Bedroom     | <input type="checkbox"/> Yard     | <input type="checkbox"/> Other    |

Have you informed your landlord about the problem?

Informed in Writing  
(Please provide copies)

Informed Verbally  
(Please provide a list of dates)

Landlord has not been informed.  
**Please explain why not:**

Have you provided your landlord at least two (2) weeks to complete the maintenance?

Yes                       No

**Details of Maintenance Concern(s):**

**Authorization**

I/we understand that my Landlord will be contacted by the Property Standards Department.

I/we agree that all information provided on this form is complete and accurate.

I/we hereby give consent for the City of Kingston Property Standards and its agents and contractors to enter the property listed on this form.

**Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Community Services Group  
Planning, Building & Licensing Department  
Licensing & Enforcement Division**

**Mailing Address:** City of Kingston, Property Standards, 216 Ontario Street, Kingston ON K7L 2Z3

**Office Location:** 1211 John Counter Boulevard, Kingston ON K7K 6C7

[www.cityofkingston.ca/propertystandards](http://www.cityofkingston.ca/propertystandards)