

RECORD OF COMPLAINT
HOUSING OFFICE, REFERRAL SERVICES

DATE

(AR 210-50)

PRIVACY ACT STATEMENT: Authority - AR 210-50, 10 USC Sections 133 and 2674. Principal Purpose - To provide information necessary to resolve complaints and related matters. Routine Uses - The information is reviewed and maintained in the Housing Office for use in assisting military personnel in resolving complaints. Disclosure of information - Disclosure is voluntary; however, nondisclosure may result in loss of assistance in resolving complaints on off-post housing.

COMPLAINANT- NAME **RANK** **SSN**

ORGANIZATION

ADDRESS

DUTY PHONE HOME PHONE

COMPLAINT FILED AGAINST - NAME

ADDRESS

TELEPHONE NUMBER

NATURE OF COMPLAINT

ACTION TAKEN

DATE FACILITY OCCUPIED **RENT** **DEPOSIT** **IN WAIVER PROGRAM**

WRITTEN RENTAL AGREEMENT [] YES [] NO

COPY PROVIDED TENANT [] YES [] NO

CONDITION OF FACILITY [] SUITABLE [] SUBSTANDARD

POSSIBLE HEALTH HAZARD [] YES [] NO

RECORD OF COMPLAINT - CONTINUED

RESPONSE FROM OWNER / AGENT

RESPONSE FROM COMPLAINANT

COMPLAINANT DESIRES TO REMAIN AT PRESENT RESIDENCE YES NO

FACILITY LOCATED THROUGH HOUSING REFERRAL OFFICE YES NO

COMPLAINANT SATISFIED WITH INVESTIGATION YES NO

COMPLAINT RESOLVED YES NO

REMARKS

COMPLAINT WORKED BY: