

Date _____

Alexander City Housing Authority Complaint Registration Form

Notice to complainant: The proper procedure for lodging a complaint with the Alexander City Housing Authority is to communicate the complaint by phone or in person to the Property Manager. The Receptionist can provide you the name of the appropriate Property Manager if you do not have it. If you have not followed the above procedure, please do so before lodging a written complaint. If you have followed the above procedure and still wish to lodge a written complaint, please do so by completing this form and submitting a copy to the Property Manager or by mailing a copy of this form to: Alexander City Housing Authority, 2110 County Road, Alexander City, AL 35010. You will be notified in writing of the Housing Authority's response within 14 days.

Complainant Information

Name _____

Address _____

Phone (Home) _____ (Mobile) _____

Details of Complaint

Please state your complaint below as well as the date, time and location of alleged incident. Please list the names and phone numbers of all witnesses in the space provided. Use the back of this form for additional space for narrative if needed. Please write or type legibly.

Witnesses (if any)

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

(please list any additional witnesses on back)

Complainant Signature

Date