



Date \_\_\_\_\_

**MAYOR**  
Deana Holiday Ingraham

Dear Landlord/Tenant:

**COUNCIL MEMBERS**

**Ward A**  
Sharon D. Shropshire  
Alexander Gothard

**Ward B**  
Karen René  
Thomas Calloway

**Ward C**  
Nanette Saucier  
Myron B. Cook

**Ward D**  
Joshua B. Butler, IV  
Stephanie Gordon

**CITY MANAGER**  
Frederick Gardiner

Attached find the City of East Point Landlord Tenant Complaint Form requested. To help us better serve you, please follow these steps when filling out the form:

1. Fill out the Form accurately and completely.  
Please provide a detailed but concise description of the complaint and attach additional pages if necessary.
2. Send a copy of the completed Complaint Form to the other party.  
Please wait seven (7) days for the other party to resolve your complaint.
3. **If, after waiting seven (7) days, if the other party has not resolved your complaint, send completed form to the City of East Point Code Enforcement. 2727 East Point Street, East Point, GA 30344**
4. Please provide the following documentation with the Complaint Form (if applicable):
  - Lease agreement (including all addenda);
  - Correspondence to or from the landlord/tenant;
  - Photographs, videos/Dvds, or any other documentation in support of this complaint.

Once our Office receives your complaint form, you will be notified in writing the name and telephone number of the Code Compliance Officer assigned to your case. All field inspection reports (FIR) shall be in writing and all/some of the following ICC Codes and their amendments shall govern: 2012 (IPMC) International Property Maintenance Code, 2012 (IRC) International Residential Code, 2012 (IBC) International Building Code, 2017 (NEC) National Electric Code, 2012 (IPC) International Plumbing Code, also the 2012 (IMC) International Mechanical Code and the, 2017 GA. Dept. of Community Affairs (DCA) Landlord/Tenant Handbook.

If you have any questions regarding any of the above, please contact the Office at: 404-559-6270 for Code Enforcement or 770-270-7025 for inspections.





# Landlord – Tenant Complaint Form

Date \_\_\_\_\_

### Part 1: Person(s) Filing the Complaint

Landlord  Tenant

Mr./Mrs./Ms. \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code

Daytime Phone Evening Phone

Email Address \_\_\_\_\_

### Part 2: Complaint Against

Landlord  Tenant

Mr./Mrs./Ms. \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code

Daytime Phone Evening Phone

Email Address \_\_\_\_\_

### Part 3: Rental Property

Check One:

- Single-Family (House/Townhome/Duplex)
- Multi-Family (Apartment/Condo/Accessory)

Address \_\_\_\_\_

City State Zip Code

Name of Complex (if applicable) \_\_\_\_\_

### Part 4: Complaint

1. (Check one or more) Roof Leak Rodents Mold Mechanical Plumbing Electrical Structural

2. State specific complaint (Attach additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. State what action(s) will resolve your complaint \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Circle One**

**Is this issue currently In Litigation? Yes / No**

I hereby certify that the statements made on this form and in the attached documents are true and complete to the best of my knowledge, information and belief. (if there is more than one landlord/tenant on the lease, all parties must sign this complaint form.)

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Have you sent a copy of this form to the other party?  Yes  No

Date \_\_\_\_\_

### Planning and Community Development

1526 E. Forrest Ave. Ste. 100 East Point, Georgia 30344 | 404-270-7029 | [www.eastpointcity.org](http://www.eastpointcity.org)



## Notice to Landlord – Tenant Complaint



**MAYOR**  
Deana Holiday Ingraham

If you receive this form, a complaint has been filed against you in reference to a rental property in Fulton County, East Point GA.

### COUNCIL MEMBERS

**Ward A**  
Sharon D. Shropshire  
Alexander Gothard

Please respond to the landlord/tenant within seven (7) days of your receipt of this form. If your response does not resolve the complaint or if you choose not to answer the landlord's/tenant's complaint, the landlord/tenant has the option of submitting this form to the City of East Point for investigation. Please be advised that complaints filed with the City becomes a matter of public record.

**Ward B**  
Karen René  
Thomas Calloway

Once the office receives the complaint, you and your landlord/tenant will be notified in writing by the City of East Point Office of Code Enforcement.

**Ward C**  
Nanette Saucier  
Myron B. Cook

If you have any questions regarding any of the above or if you would like more information about the GA DCA Landlord – Tenant Handbook visit the website: <https://www.dca.ga.gov/> , please contact **Code Enforcement** at 404-559-6270; via email at [codeenforcement@eastpointcity.org](mailto:codeenforcement@eastpointcity.org) or visit our website at [www.eastpointcity.org](http://www.eastpointcity.org) .

**Ward D**  
Joshua B. Butler, IV  
Stephanie Gordon

**CITY MANAGER**  
Frederick Gardiner

