Housing Authority of the Town of Portland
9 Chatham Court, Portland, CT 06480

Executive Officer
Allen Harrison

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Board of Commissioners
Dawn Wadding, Chair
Susan Malecky, Vice Chair
Deborah Hallas, Secretary
Matthew Pegolo, Treasurer
Jasmin Nunez, Tenant Commissioner

COMPLAINT-INCIDENT POLICY

It has been adopted by the Portland Housing Authority that no action will be taken on incidents or complaints unless the Complaint-Incident Report is completed fully by the person filing the complaint.
This report must include:
1) Time of incident; 2) Date of incident; 3) Detailed explanation of what occurred; 4) where the incident took place; 5) How the incident happened; 6) Specific names of those involved; 7) what you suggest we do about it 8) copy of police report if one has been filed.

Name: _____

Address: _____

Your phone number: _____

Complaint:_____

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What would you like the PHA to do about your complaint?

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BY MEANS OF A RESIDENT'S SIGNATURE ON THE FORM, THE RESIDENT SWEARS THAT THE INFORMATION PROVIDED AND THE NAMES OF THOSE IDENTIFIED ARE TRUE AND REPRESENT FACTS. THE RESIDENT FURTHER AGREE TO APPEAR IN COURT OR AT A GRIEVANCE HEARING AS A WITNESS IF ACTION TAKEN ON THIS COMPLAINT RESULTS IN EVICTION PROCEEDINGS.

I HAVE READ AND UNDERSTAND THIS POLICY AS OUTLINED ABOVE.

_____ _____

Signature Date

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Print Name