

**NEPTUNE TOWNSHIP RENT LEVELING BOARD
TENANT COMPLAINT FORM**

TENANT(S) _____ CASE NUMBER _____
ADDRESS _____ DATE _____
BLDG # _____ APT# _____ NO. OF ROOMS _____
TELEPHONE # _____ TOTAL SQ. FEET _____

LEASE

WRITTEN: YES ☐ NO ☐
EXPIRATION DATE _____ COMMENCEMENT DATE _____
NEW RENT \$ _____ CURRENT RENT \$ _____
AMOUNT OF LAST INCREASE \$ _____ DATE OF LAST INCREASE _____
CAPITAL IMPROVEMENTS \$ _____ ADDITIONAL SURCHARGE \$ _____

WERE YOU INFORMED OF RENT INCREASE: ORALLY ☐ IN WRITING ☐

LANDLORD'S NAME _____
LANDLORD'S ADDRESS _____
LANDLORD'S TELEPHONE NUMER _____

IN THE SPACE PROVIDED, PLEASE STATE THE NATURE OF YOUR COMPLAINT

HEARING DATE* _____ **TIME** _____
PLACE: NEPTUNE TOWNSHIP MUNICIPAL HALL, 25 NEPTUNE BLVD., NEPTUNE, 2ND FL.
*(HEARING DATE WILL BE DETERMINED BY THE RENT LEVELING BOARD UPON RECEIPT OF COMPLAINT)

I INTEND TO TESTIFY AT THE PUBLIC HEARING SCHEDULED IN THIS MATTER.

Tenant Name:

PLEASE NOTE: ONCE YOU RECEIVE THE HEARING DATE, YOUR LANDLORD MUST BE SERVED WITH A COPY OF YOUR COMPLAINT NOT LATER THAN 15 DAYS BEFORE THE BOARD'S SCHEDULED HEARING DATE. SERVICE MAY BE MADE PERSONALLY OR BY SENDING A COPY OF THE COMPLAINT TO YOUR LANDLORD BY CERTIFIED MAIL/RRR, ADDRESSED TO LANDLORD'S REGULAR ADDRESS.

CERTIFICATION

I CERTIFY THAT I SERVED THIS COMPLAINT UPON MY LANDLORD AS PROVIDED ABOVE BY PERSONEL DELIVERY/MAILING CERTIFIED MAIL/RRR (cross out one) A TRUE COPY OF THE SAME TO MY LANDLORD ON THE _____ DAY OF _____ 20____. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE STATEMENTS ARE WILFULLY FALSE, I AM SUBJECT TO PUNISHMENT.

Tenant Name:

TO LANDLORD: THE ABOVE COMPLAINT HAS BEEN FILED WITH THE RENT LEVELING BOARD OF THE TOWNSHIP OF NEPTUNE. A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE INDICATED ABOVE. IF YOU WISH TO BE HEARD IN THIS MATTER, YOU HAVE THE RIGHT TO APPEAR AND BE HEARD. IF YOU FAIL TO APEAR, THE BOARD MAY RENDER A DECISION ON THE COMPLAINT IN YOUR ABSENCE.

Neptune Township Rent Leveling Board
Tenant Complaint Form

Tenant Name: _____

Additional Information: