



Metropolitan Development and Housing Agency

Rental Assistance Department

302 Foster Street • Nashville, Tennessee 37207

Mailing Address: P O Box 846 Nashville, Tennessee 37202

Telephone (615) 252-6500 • TDD (615) 252-8599 • FAX (615) 252-6614

www.nashville-mdha.org

Service Complaint Reporting Form

This form is for complaints regarding service you have received from MDHA Rental Assistance department staff. To report program fraud, please use our Program Fraud Form.

Most issues can be resolved easily and quickly by the department supervisors. If you are not satisfied with an action by our staff; complete the form below to request that a supervisor review and respond to your complaint. If unsatisfied with the supervisor's response, you may then request that your issue be reviewed by the department Assistant Director. Note: the Rental Assistance Department will not act upon anonymous complaints. Giving your name and contact information is required as we may need to ask you for more details and may not be able to complete the investigation if we cannot reach you.

Your name: _____ Your address: _____

Your contact phone number(s): _____

Your e-mail address: _____

When did the event about which you are complaining occur?

Date: _____ Time: _____

Name of the person(s) involved in this event: _____

Where did this event occur? MDHA office Phone call Other

Who witnessed this event? Name(s): _____

Contact phone number(s): _____

What occurred at this event about which you are complaining? Please give as much information and as many details as possible. If necessary, use the back of this form.

Your signature: _____ Date: _____

Please submit this form via e-mail to s8complaints@nashville-mdha.org