

Heiltsuk Housing Department  
Heiltsuk Tribal Council  
67LWaglisla Street, Box 980, Bella Bella, BC V0T 1Z0  
Phone: 250-957-2239 Fax: 250-957-4369



## TENANT COMPLAINT

Attn: Housing Department

Date \_\_\_\_\_

From Tenant: \_\_\_\_\_  
[Print]

This letter is to inform you of a complaint with the tenant, \_\_\_\_\_,  
living in \_\_\_\_\_.  
[Unit Address]

### Details of Complaint:

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I have attempted to resolve this matter with the tenant directly, but the problems continue. I request your assistance in resolving the matter.

### HOUSING COMPLAINT CONSENT

Heiltsuk Tribal Council (“HTC”) collects, uses, and discloses, information, including personal information, from individuals who wish to complain about HTC housing occupants for the purpose of enforcing HTC housing policies, bylaws, and housing agreements. For example, a noise complaint may be disclosed to an occupant complained about in order for HTC to evict them.

By signing below, you acknowledge that you have read and understood this document and that you consent to the collection, use and disclosure by HTC of your identity and complaint for the purpose of enforcing HTC housing policies, bylaws, and housing agreements. Such collection, use and disclosure of personal information by HTC will comply with the *Personal Information Protection and Electronic Document Act*.

Your consent is greatly appreciated as it will aid HTC in taking action in response to your complaint.

Tenant's signature \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

**Unsigned complaint forms will not be accepted.  
[Tenant should keep a copy of all correspondence.]**