



Tennessee Housing Development Agency
Rental Assistance Division
502 Deaderick Street, 3rd Floor
Nashville, TN 37243
(615) 815-2200

COMPLAINT INTAKE FORM

Mail, fax or email this completed form with any attachments to:

Tennessee Housing Development Agency (THDA)
502 Deaderick Street, 3rd Floor
Nashville, TN 37343
Attn: HCV Complaints
Fax: (615) 564-2299
Email: hcvcomplaints@thda.org

Please Note: *The complaint will be reviewed by supervisory staff in the THDA Rental Assistance division and/or THDA Executive staff within ten (10) business days of receipt. A response will be sent by mail or email to the address included in the complaint within no more than thirty (30) days of the receipt date. Please include a phone number in case additional information is needed to process the complaint.*

Your Information:

Name (first, middle initial, last): _____
Mailing Address: _____
Phone number(s): _____
Email: _____

Other Information:

Have you tried to resolve your complaint with the THDA field office? Yes No

If **Yes**, please provide the field office name, date and person you spoke with at the field office.

Have you filed a complaint or contacted anyone outside THDA about your concern (i.e. HUD, state or federal Congressperson, etc.)? Yes No

If **Yes**, please provide the date, name of other person/agency contacted and the name of the person you spoke with.

Complaint Information:

Describe the events in the order in which they occurred that have led to your complaint. Please include names, phone numbers (of any person outside of THDA), and dates involved with your concern/complaint. Be as brief and complete as possible to make the explanation clearer. Use separate sheet(s) of paper if you need more space.

Please include *copies* of documents related to your complaint. *Do not send original documents.*

