



**CITY OF CHATTANOOGA**  
**OFFICE OF MULTICULTURAL AFFAIRS**  
 5600 Brainerd Rd.  
 Eastgate Town Center Suite D6  
 Chattanooga TN 37411  
 PHONE: 423-643-6706 ~ FAX 423-643-6696

**LANDLORD-TENANT GRIEVANCE FORM**

<b>Person(s) Filing the Complaint</b>	<b>Complaint Filed Against:</b>
Mr./Mrs./Ms. or Name of Business (if any) _____	Mr./Mrs./Ms. or Name of Business (if any) _____
Address _____	Address _____
City, State, Zip _____	City State Zip _____
Phone Number(s) _____	Phone Numbers(s) _____
E-mail _____	E-mail _____

**Rental Property Location:**

\_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip Code

**Check One:**

- Single-Family (House/ Townhouse)
- Multi-Family (Apartment/ Condo)

\_\_\_\_\_  
 Name of Complex (if applicable)

**Issue** (Check one or more):

**Do you have a Lease?**  Yes  No **If no, how often do you pay rent?** \_\_\_\_\_

**State specific complaint:** who, what, when, where & how (Attach additional pages if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**What outcome or resolution would be satisfactory?** (Attach additional pages if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that the statements made on this form and in the attached documents are true and complete to the best of my knowledge and give consent for the OMA's investigative process.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: Cases that have a prior or pending court action cannot be mediated.**



**IMPORTANT LEGAL NOTICE**

The purpose of the Office of Multicultural Affairs (OMA) dispute resolution process is to investigate and mediate disputes, not to assign any judicial decision or sentence. Accordingly, all parties are advised that OMA actions are in no way judicial; do not substitute for timely filing with government agencies; are advisory only; and are not legally binding on either party. The Complainant is responsible for timely pursuing any and all available recourse.

You, as the Complainant, have the right to hire an attorney and file a private lawsuit in the state court system, either Chancery or Circuit, at anytime during the OMA's dispute resolution processes. If you choose this option, you must file suit within one (1) year from the date of the alleged act of discrimination and prior to any determination being made by the OMA or the Tennessee Human Rights Commission (THRC). Unlike federal law, state law does not toll the statute of limitations on your claim while your charge is being mediated and/or investigated by this or any other agency, including unions, guilds, or any other collective bargaining group.

You are not required to file a Complaint with the OMA or the THRC, nor do you need permission before you can file suit in state or federal court. However, if you file a lawsuit the OMA will no longer handle your matter and will administratively close its examination of your Complaint pursuant to state and federal law. Filing this complaint with the Office of Multicultural Affairs (OMA) in no way relieves you of your responsibility to bring your complaint in timely-fashion to the agencies below and you agree to promptly notify the OMA if you choose to file a lawsuit or a complaint with an administrative agency.

The time limits for filing with agencies handling discrimination Complaints are as follows:

- Equal Employment Opportunity Commission (EEOC) - 180 days (six months) from the date of the last discriminatory event.
- Tennessee Human Rights Commission (THRC) - 180 days (six months) from the date of the last discriminatory event.

*By signing this complaint form, I acknowledge that I have read and understand my legal rights as set forth above.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**RETURN FORM TO:**  
**CITY OF CHATTANOOGA**  
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[oma@chattanooga.gov](mailto:oma@chattanooga.gov)