ENCLOSURE - Informal Dispute Resolution Process

1. Tenant's Name:

Grade Last Name First Name

2. Residential Address:

(Include house/apt number, street name, city, state, zip code)

3. Tenant Contact Information:

a. Home telephone number:

Area Code

b. Cell phone number:

Area Code

c. Email Address:

4. Preferred method of receiveing correspondence relating to matter:

☐ **a. Residential Address listed on line 2, above.**

☐ **b. Email address listed on line 3, above.**

5. Rental/Owner Company Name:

6. Rental/Owner Contact Information:

a. Contact Name:

Last Name First Name

b. Telephone number:

Area Code

c. Email Address:

7. Statement describing the dispute and prior efforts to resolve the dispute:

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8. List supporting documentation tenant included in this request:

a.
b.
c.
d.
e.
f.

9. By signing below the tenant affirms the information provided above is accurate to the best of their knowledge.

First Name Last Name

Tenant's Signature

Date

10. The Military Housing Office employee listed below acknowledges receipt of this Informal Dispute Resolution request:

Printed Name (Last, First)

Date of Receipt of Informal Dispute Resolution

Duty Position or Title

Telephone Number

Email Address

Military Housing Office Employee Signature

Date