

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 receiving correspondence relating to the matter:

a. _____ Residential address listed on line 2, above.

b. _____ Email address indicated on line 3, above.

5. Rental/Owner Company Name: _____

6. Rental/Owner Contact Information:

a. Contact Name (Last, First): _____

b. Telephone Number: (_____) _____
Area Code

c. Email: _____

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

Continue on next page

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9. List supporting documentation tenant included in this request:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

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

Printed Tenant's First, Last Name

Tenant's Signature

Date:

11. The Army 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