

## HRB Grievance Submittal Form

Date: \_\_\_\_\_

HRB Tenant Filing Grievance: \_\_\_\_\_ Property Name: \_\_\_\_\_

Address: \_\_\_\_\_ Rental Unit #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Submit First to: *HRB Managed Properties: Penny Lamping, Island Terrace: Property Manager*

*If issue not reconciled, submit to: Mark Blatter, Exec. Dir., 250 Madrona Way, BI, WA 98110*

1. Describe the HRB action or failure to act, policy or procedure which is the subject of your grievance.

Date of Occurrence or Awareness of Failure to Act: \_\_\_\_\_

2. Describe the nature and extent of the negative impact on you caused by that action or inaction. How are your rights, duties, welfare or status adversely affected?

3. What is the corrective action or relief you seek to receive?

4. If proceeding to a higher level of Grievance, explain why the proposed solution resulting from the informal meeting with staff or with the Hearing Panel, is not satisfactory.

5. Check one of the following: This is a :

First Grievance Filing,

Appeal to Hearing Panel,

Appeal to Full HRB Board

Print out this form & complete it or prepare all of this information on your own paper and submit it as instructed above.