



CITY OF CHICAGO
DEPARTMENT OF BUSINESS AFFAIRS
AND CONSUMER PROTECTION

Retail Fraud Unit
2350 W. Ogden Ave., 2nd Floor
Chicago, IL 60608

Tel: 312.743.5185 Fax: 312.743.1841
www.cityofchicago.org/BACP

OFFICE USE

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

Processed By: \_\_\_\_\_

CSR#: \_\_\_\_\_

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KEEP CHICAGO RENTING COMPLAINT AFFIDAVIT

INSTRUCTIONS

- If you are a tenant of a building with one or more dwelling units including a single family house or condominium unit, and the property was foreclosed, you should have received a notice of your eligibility for relocation assistance.
Please complete ALL information requested below. Failure to do so may result in a delay or rejection of your complaint.
After completing, please sign and date the form (✓). If your complaint is not legible or is not signed, your complaint will not be processed.

YOUR INFORMATION

Name
Address Unit # City State Zip Code
Daytime Telephone No. Evening Telephone No. E-Mail
Would you be willing to testify to the violation that has been alleged? [ ] Yes [ ] No

INFORMATION REGARDING THE RENTAL PROPERTY

Address of Rental Property No. of Units
Owner of Foreclosed Rental Property, if known Contact Information
Person Responsible for Building Contact Information

PLEASE MAIL, FAX, OR EMAIL TO:

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
RETAIL FRAUD UNIT
2350 W. OGDEN AVENUE, 2ND FLOOR
CHICAGO, IL 60608
FAX: 312.743.1841

E-Mail Address: BACPconsumer-fraud@cityofchicago.org

NOTE: IF YOU ARE FAXING THIS FORM, PLEASE INCLUDE A FAX COVER SHEET



# KEEP CHICAGO RENTING COMPLAINT AFFIDAVIT CONT.

1. What is the nature of your complaint and the date it occurred? \_\_\_\_\_

2. Was your rental agreement with the previous landlord written or oral?  Written  Oral

If you have a written lease, please provide a copy.

3. What was your monthly rent before the foreclosure? \$ \_\_\_\_\_

4. Are you current in making your monthly rent payments?  Yes  No

5. Was your rental agreement month-to-month?  Yes  No

6. Did you receive a written notice that explained the new owner's options of (1) offering you \$10,600 in relocation assistance or (2) renewing/extending your current rental agreement?  Yes  No

7. If yes, when did you receive the notice? \_\_\_\_\_

8. Did the new owner of the building offer to renew or extend your rental agreement?

Yes  No

9. Were you given a new written or oral lease?  Yes  No

If you received a written lease, please provide a copy of it and the envelope it was sent in, if available.

10. Rent amount? \$ \_\_\_\_\_

11. If you moved from the property, were you provided with the \$10,600 in relocation assistance?  Yes  No

12. If you made an alternative agreement with the new owner, how much money did you receive? \$ \_\_\_\_\_

13. In either case, how much time were you given to move? \_\_\_\_\_

14. Before submitting, please attach any supporting documentation:

- A copy of your lease
- Any proof of rent payment
- Any notices provided to you from the old or new owner of the property
- Any pictures of signs or notices posted at the entrance of the property
- Any letters or correspondence



**READ THE FOLLOWING BEFORE SIGNING:** The Department of Business Affairs and Consumer Protection enforces laws governed by the City of Chicago Municipal Code to protect consumers and businesses from unfair and deceptive practices. I understand that if I have any questions regarding this complaint and my legal rights I should contact a private attorney. I affirm that the above stated information is **true and accurate** to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted