VILLE DE MONT-ROYAL | TOWN OF MOUNT ROYAL

Inspection Request

to assist procedures with the Régie du logement

1. Building owner's information

Last Name

First Name

Telephone number

E-mail

2. Tenant's information

Last Name

First Name

Telephone Number

E-Mail

Address and apartment number

Complaint from :

☐ **Tenant** ☐ **Building owner**

3. Description of the problems in the apartment

4. Documents required and steps to take before making a complaint with the town

☐ 1. The complainant must provide a certified letter advising the owner/tenant of the building of the issues; asking for measures to be taken in rectifying the problems within a reasonable delay. This letter must be sent by registered mail.

☐ 2. If the owner does not react within said delay, this form must be filled out and returned to us with a copy of the sent registered letter, proof of reception of said letter, and all other correspondents in relation to the complaint.

☐ 3. The complainant must submit photos of the existing conditions.

☐ 4. The complainant must submit a file number with the Régie du logement.

5. Complainant's signature

Name

Signature

Date

Urbanisme et inspection
20, avenue Roosevelt
Ville de Mont-Royal, H3R 1Z4
Téléphone : 514.734.3042
urbanisme@ville.mont-royal.qc.ca