



Montgomery County Department of Housing and Community Affairs
Office of Rent Stabilization
1401 Rockville Pike, 4th Floor, Rockville, MD, 20852
Telephone: 240-777-0311; TDD 711; Fax: 240-777-3701
Web: www.montgomerycountymd.gov/dhca
Email: dhca.ors.intake@montgomerycountymd.gov



Dear Landlord/Tenant (**Petitioner**):

Please find attached the Montgomery County Office of Rent Stabilization's (ORS) Alleged Violation/Contact Request Form. This form is intended for use regarding residential tenancies only. To help us better serve you, please follow these steps when completing the form:

1. Complete **the form in its entirety** by writing as legibly as possible and providing accurate information in each section. Throughout the form, you will be referred to as the Petitioner and the other party/parties as the Respondent(s).
 - When providing the names of the Tenant(s), all leaseholders must be listed.
 - When providing the name of the Landlord(s), make sure to include the Landlord's name as well as the Property Manager and Community Name, if applicable.
 - Please provide a brief description of the issue and attach additional pages if necessary.
2. **Send a copy of the completed Alleged Violation/Contact Request Form to ORS.**
File the form with ORS by e-mailing it to dhca.ors.intake@montgomerycountymd.gov, and we will respond in a timely fashion. Please be advised that Alleged Violation/Contact Request Form and supporting documents filed with ORS become a matter of public record.
3. **Provide any relevant supporting documentation** to illustrate the allegation(s) in your Alleged Violation/Contact Request Form. Such documents may include, but are not limited to, the following:
 - Lease agreement (including all addenda and renewals);
 - Notices and correspondence between the Petitioner and Respondent(s);
 - Any related notices or court filing(s); and
 - Photographs, videos, or any other documentation in support of the alleged violation.
4. **If you have questions regarding this process**, please contact the Office via:
 - MC311 by phone at (240) 777-0311 (outside of the County) or 311 (within the County); or
 - Email at dhca.ors.intake@montgomerycountymd.gov.
5. **After the Office receives and processes your completed Alleged Violation/Contact Request Form and supporting documents, you will be notified in writing of the case number and contact information for the DHCA agent assigned to your case.** Please keep a copy of that correspondence for your records. Once the case is assigned, we ask that you discontinue correspondence with MC311 and contact the DHCA agent directly. Please note that e-mail is preferred rather than phone calls.

Please note that our webpage has an abundance of easily accessible and helpful information available 24/7 that may assist you in resolving the matter. Visit us at www.montgomerycountymd.gov/dhca.



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ALLEGED VIOLATION FORM/CONTACT REQUEST FORM

PART I: Person(s) Filing the Alleged Violation (Petitioner)

Check one: ☐ Landlord ☐ Tenant

First Name Last Name Pronoun

First Name Last Name Pronoun

Address

City State Zip Code

Daytime Phone Evening Phone

Email Address

PART II: Person(s) Alleged Violation is Against (Respondent)

Check one: ☐ Landlord ☐ Tenant

First Name Last Name

First Name Last Name

Address

City State Zip Code

Daytime Phone Evening Phone

Email Address

PART III: Rental Property (Address of the rental unit involved in the dispute.)

Address Unit #

City State Zip Code

PART IV: Property Type Check One:

☐ Single Family (House/Townhouse)

☐ Multi-family (Apartment/Condo)

Name of Complex/Community (If applicable)

PART V: Allegation(s)

1. The issue involves (check one or more): ☐ Rent Increase (Rent Stabilized Property) ☐ Rent Increase (Non-Rent Stabilized Property)
☐ Improper/No Notice Given ☐ Petition Violation ☐ Excessive Fees ☐ Excessive Surcharge ☐ Requested Documents Not Provided
☐ Other _____

2. State specific details. Attach additional pages if necessary.



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3. State what action(s) will resolve your concerns.

PART VI: Have you contacted any other entities regarding this matter? (Check all that apply.) ☐ **No** ☐ Landlord-Tenant Affairs
☐ Code Enforcement ☐ District Court ☐ State Attorney General ☐ Fair Housing/Human Rights ☐ Other

PART VII: Have you provided a copy of this Form to the other party? ☐ No ☐ Yes When? _____

PART VIII: I hereby certify that the statements made on this Form and in the attached documents are true and complete to the best of my knowledge, information, and belief, and will become a matter of Public Record. **(All Petitioners must sign this form.)**

Signatures _____ Date _____
_____ Date _____