



**TOWN OF NEWTOWN**  
**Fair Rent Commission**  
**MEETING MINUTES**

May 2, 2024  
Newtown Municipal Center  
Shared Meeting room 3  
3 Primrose Street

**Present:** Mary Fields, Steve Sedensky, Brian Lauro

**Absent:** Alice Fitzsimons, Robert Morey

**Also Present:** Kimberly Chiappetta, clerk

**Public Attendance:** None

The meeting was called to order at 6:34 pm.

**Public Participation:**  
None

**Approval of Minutes:**

Steve Sedensky made a motion to accept the meeting minutes from March 21, 2024 and April 18, 2024. Brian Lauro seconded. Motion passed with all in favor.

**Old Business**

**Review, update and approve FRC process and template documents – continued:**

The Commission reviewed webpages, template and informational documents related to the Town of Newtown – Fair Rent Commission Complaint process as follows:

***What We Do:***

The Commission reviewed the “What We Do” document which will be added to the Fair Rent Commission page on the Town website which provides information on the Fair Rent Commission and how they function. (*Refer to attachment A.*)

Steve Sedensky motioned to accept the “What We Do” document. Brian Lauro seconded. Motion passed with all in favor.

***What to Expect:***

The Commission reviewed the “What to Expect” document which will be added to a Fair Rent Commission Complaint page on the Town website. This document will provide information for the complainant and landlord/rental management company.

The group added verbiage explaining that all documents submitted to the Fair Rent Commission in advance of the hearing will be shared with the opposing party. The Commission asked Kim to collect information that would help to clarify for the Commission when information must be made public. Kim will be following up. *(Refer to attachment B.)*

Steve made a motion to accept the “What to Expect” document as amended. Brian Lauro seconded. Motion passed with all in favor.

***Notice of Complaint:***

The Commission reviewed the “Notice of Complaint” letter template. *(Refer to attachment C.)*

Steve Sedensky motioned to accept the “Notice of Complaint” template. Brian Lauro seconded. Motion passed with all in favor.

***Preliminary Ombudsman Session template***

The Commission reviewed the “Preliminary Ombudsman” letter template. *(Refer to attachment D.)*

Steve Sedensky motioned to accept the “Preliminary Ombudsman” letter template. Brian Lauro seconded. Motion passed with all in favor.

***Notice of Hearing:***

The Commission reviewed the “Notice of Hearing” letter template. *(Refer to attachment E.)*

Steve Sedensky motioned to accept the “Notice of Hearing” letter template. Brian Lauro seconded. Motion passed with all in favor.

***Decision letter:***

The Commission reviewed the “Decision letter” template. *(Refer to attachment F.)*

Steve Sedensky motioned to accept the “Decision letter” template. Brian Lauro seconded. Motion passed with all in favor.

***Complaint form:***

The Commission reviewed the online and printable “Complaint form”. Mary Fields recommended changing verbiage in the Rental Costs section from “Increased Rent” to “Proposed Rent”. All members agreed. *(Refer to attachments G & H.)*

Steve Sedensky motioned to accept both “Complaint forms” as amended. Brian Lauro seconded. Motion passed with all in favor.

***FRC Flowchart:***

Kim explained to the Commission that this flowchart was for internal reference purposes and that this version has been updated to note that documents submitted prior to a hearing will be shared with all parties. No formal approval of this document is required. *(Refer to attachment I.)*

Kim explained to the Commission that the approved documents will be forwarded to the Town Attorney for final review.

**Adjournment:**

Steve Sedensky made a motion to adjourn the meeting at 7:07 p.m. Brian Lauro seconded. Motion passed with all in favor.

Respectfully Submitted,  
Kimberly Chiappetta, Clerk

## Town of Newtown – Fair Rent Commission What We Do

### Establishment

The Town of Newtown, CT Fair Rent Commission was established as required by the State of Connecticut, Public Act No 22-30 which requires all towns with a population of 25,000 or more to adopt a fair rent commission ordinance in accordance with the Fair Rent Commission Act (C.G.S. 7-148b – 7-148f). As adopted by the Town of Newtown, CT Legislative Council, the Commission consists of 5 members appointed by the First Selectman, with the approval of the Board of Selectmen. The Commission consists of a Chair, Vice Chair and Secretary.

### Purpose

The Fair Rent Commission is responsible for receiving rental charge complaints, conducting hearings and reviewing presented information to ensure that rental charges are not so excessive as to be harsh and unconscionable, thus creating a fair and equal process for the tenant and landlord.

### Rules

The Commission is composed of 5 members of the public who volunteer their time. The following are rules established by the Commission:

1. **Quorum** - In order for the Commission to vote there must be a quorum which means 3 out of the 5 members must be in attendance and able to vote.
2. **Meetings** – Meetings of the Newtown Fair Rent Commission are scheduled the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month so that they are able to address complaints in a timely manner. Meetings will be cancelled when there are no cases pending or other matters to discuss.
3. **Response Time** – To best serve all parties during the process, the Newtown Fair Rent Commission has established response times as follows:
  - a. **Notice of Complaint** – This letter will be sent out within 10 days of the receipt of the complaint.
  - b. **Notice of a Hearing** – This letter will be sent out within 10 days of receipt of a request to move forward with a hearing.
  - c. **Appeal** – Appeals must be made within 30 days of the date on the Final Decision letter.

### Process

The Fair Rent Commission encourages the tenant to discuss concerns with and try to negotiate with the landlord before filing a complaint.

#### Step 1 - Submitting a Complaint:

Rental complaints can be submitted by completing the online Fair Rent Commission Complaint form, or by completing the printable form.

*Note:* The Commission cannot accept complaints for seasonal or short-term rentals, which are defined as rentals cumulating less than 120 days per year.

**Step 2 - Notice of Complaint:**

Once the Town of Newtown has received the complaint, a *Notice of Complaint* letter will be sent to both the complainant and the landlord with the submitted complaint form attached. The Notice of Complaint explains that before going to a hearing, the tenant and landlord have the opportunity to come to an agreement in a Preliminary Ombudsman Session. If after the session an agreement is not reached, or if both parties are not in agreement to attend a session, a hearing will be scheduled.

**Step 3 - Hearing:**

If the tenant and landlord are unable to reach an agreement, the Town of Newtown will schedule a hearing in which both the tenant and landlord will have the opportunity to present their side to the commission. The Tenant and Landlord may submit written items/documentation no later than 3 days prior to the meeting if they so choose. Documents submitted will be shared with all parties involved prior to the hearing. Either party has a right to be represented by an attorney and/or provide witnesses. The hearing is a meeting with the Fair Rent Commission. All Fair Rent Commission meetings are public. Members of the public may attend, and the minutes and recording of the meeting are available to the public.

The meeting will be called to order by the Commission Chair and other agenda items may be discussed prior to the hearing portion of the meeting. The Chair will announce when the hearing is to begin and members of the public may observe, but are not allowed to speak.

***Tenant Hearing:***

- The Commission will first hear from the tenant's side.
- During this time the landlord must hold all comments and questions.
- A Commission member will swear in the tenant or tenant representative, and witnesses for the tenant.
- The tenant and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the landlord or landlord representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.
- The Commission will then hear from the landlord or landlord's representative.

***Landlord Hearing:***

- The Commission will next hear from the landlord's side.
- During this time the tenant must hold all comments and questions.

- A Commission member will swear in the landlord or landlord representative, and witnesses for the landlord.
- The landlord and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the tenant or tenant representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.

***Deliberation and Decision:***

- The Chair will announce that the hearing is closed.
- During deliberation, the parties and members of the public can observe but are not allowed to speak.
- The Commission will then review the information presented.
- When the Commission has come to a decision, a Commission member will make a motion which will be seconded by another member and voted on.

**Steps in Making a Decision**

When making a decision, the Fair Rent Commission considers the 13 circumstances listed below as documented in C.G.S. 7-148c:

1. The rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the municipality;
2. The sanitary conditions existing in the housing accommodations in question;
3. The number of bathtubs or showers, flush water closets, kitchen sinks and lavatory basins available to the occupants thereof;
4. Services, furniture, furnishings and equipment supplied therein;
5. The size and number of bedrooms contained therein;
6. Repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein;
7. The amount of taxes and overhead expenses, including debt service, thereof;
8. Whether the accommodations are in compliance with the ordinances of the municipality and the general statutes relating to health and safety;

9. The income of the petitioner and the availability of accommodations;
10. The availability of utilities;
11. Damages done to the premises by the tenant, caused by other than ordinary wear and tear;
12. The amount and frequency of increases in rental charges;
13. Whether, and the extent to which, the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations.

### Final Decisions

When the Commission has rendered a decision, the details of the decision are documented in the Fair Rent Commission meeting minutes which are available to the public on the Town of Newtown, CT website, and in a formal letter that is emailed and mailed to both the tenant and landlord.

### Appeal

Both the tenant and the landlord have the right to appeal to the Housing Division of the CT Superior Court – Danbury Judicial District. The appeal must be made within 30 days of the date on the Final Decision letter.

### Contact

Kimberly Chiappetta

Town of Newtown, CT – Economic and Community Development & Fairfield Hills Coordinator

[Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov)

203-270-4271

## Town of Newtown – Fair Rent Commission

### What to Expect

This document provides an overview of what to expect when a complaint is submitted to the Town of Newtown, CT Fair Rent Commission.

**The Fair Rent Commission encourages tenants to discuss concerns and try to negotiate with their landlord before filing a complaint.**

#### **Step 1 - Submitting a Complaint:**

Rental complaints can be submitted by completing the online [Fair Rent Commission Complaint form](#), or by completing the [printable form](#). (ADD LINKS TO FORMS IF POSSIBLE.)

*Note: The Commission cannot accept complaints for seasonal or short-term rentals, which are defined as rentals cumulating less than 120 days per year.*

#### **Step 2 - Notice of Complaint:**

Once the Town of Newtown has received the complaint, a *Notice of Complaint* letter will be sent to both the complainant and the landlord with the submitted complaint form attached. The Notice of Complaint explains that before going to a hearing, the tenant and landlord have the opportunity to come to an agreement in a Preliminary Ombudsman Session. If after the session an agreement is not reached, or if both parties are not in agreement to attend a session, a hearing will be scheduled.

#### **Step 3 - Hearing:**

If the tenant and landlord are unable to reach an agreement, the Town of Newtown will schedule a hearing in which both the tenant and landlord will have the opportunity to present their side to the commission. The Tenant and Landlord are encouraged to submit written items/documentation no later than 3 days prior to the meeting if they so choose. Documents submitted will be shared with all parties involved prior to the hearing. Either party has a right to be represented by an attorney or provide witnesses.

The hearing is a meeting with the Fair Rent Commission. All Fair Rent Commission meetings are public. Members of the public may attend, and the minutes and recording of the meeting are available to the public.

The meeting will be called to order by the Commission Chair and other agenda items may be discussed prior to the hearing portion of the meeting. The Chair will announce when the hearing is to begin and that members of the public may observe, but are not allowed to speak.

#### ***Tenant Hearing:***

- The Commission will first hear from the tenant's side.
- During this time the landlord must hold all comments and questions.
- A Commission member will swear in the tenant or tenant representative, and witnesses for the tenant.



- The tenant and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the landlord or landlord representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.
- The Commission will then hear from the landlord or landlord's representative.

***Landlord Hearing:***

- The Commission will next hear from the landlord's side.
- During this time the tenant must hold all comments and questions.
- A Commission member will swear in the landlord or landlord representative, and witnesses for the landlord.
- The landlord and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the tenant or tenant representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.

***Deliberation and Decision:***

- The Chair will announce that the hearing is closed.
- During deliberation, the parties and members of the public can observe but are not allowed to speak.
- The Commission will then review the information presented.
- When the Commission has come to a decision, a Commission member will make a motion which will be seconded by another member and voted on.

**Final Decisions**

When the Commission has rendered a decision, the details of the decision are documented in the Fair Rent Commission meeting minutes which are available to the public on the Town of Newtown, CT website, and in a formal letter that is emailed and mailed to both the tenant and landlord.

**Appeal**

Both the tenant and the landlord have the right to appeal to the Housing Division of the CT Superior Court – Danbury Judicial District. The appeal must be made within 30 days of the date on the Final Decision letter.

Contact

Kimberly Chiappetta, Economic and Community Development & Fairfield Hills Coordinator  
[Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov) 203-270-4271

DRAFT

3 Primrose Street  
Newtown, CT 06470  
Tel. (203) 270-4282  
Fax (203) 270-4205  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



## TOWN OF NEWTOWN FAIR RENT COMMISSION

### Notice of Complaint

(Date)

Case #: (case #)

Name: (complainant's name)

To Whom It May Concern:

On (date), the Town of Newtown, CT Fair Rent Commission received a complaint of an excessive rental increase of (amount or percentage) for the rental property located at (address). *(Refer to the attached copy of the complaint.)*

Prior to a formal hearing of the complaint, the complainant/tenant and landlord are invited to participate in a Preliminary Ombudsman Session, where the involved parties can come together in a moderated setting to attempt to reach a mutually satisfactory resolution. If a resolution cannot be reached, a hearing will be scheduled with the Town of Newtown, CT Fair Rent Commission.

Please note the following:

- The landlord is prohibited from retaliating against the tenant due to the filing of the complaint. (Refer to C.G.S. 47a-20.)
- Until a decision on the complaint is made by the Commission, the tenant should continue to pay the amount of the last agreed upon rent and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the Fair Rent Commission proceeding.
- Responses to this Notice will be shared with all parties involved.

Please contact Kimberly Chiappetta in the Town of Newtown – Economic and Community Development department to schedule either the Preliminary Ombudsman Session or a hearing with the Fair Rent Commission within 10 days, or a hearing will be automatically scheduled.

Email: [Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov) Phone: 203-270-4271

Sincerely,

Mary Fields, Chairman - Fair Rent Commission  
3 Primrose Street  
Newtown, CT 06470

3 Primrose Street  
Newtown, CT 06470  
Tel. (203) 270-4271  
Fax (203) 270-4205  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



## TOWN OF NEWTOWN FAIR RENT COMMISSION

### Preliminary Ombudsman Session Summary

(Date)

Case #: (case #)

Name: (complainant's name)

To Whom It May Concern:

Thank you for attending the Town of Newtown Fair Rent Commission (FRC) Ombudsman Session. The following is a summary of this meeting and its outcome.

On (date of meeting), the tenant or their designee, (name(s)), and landlord (name) met with the Town of Newtown Fair Rent Ombudsman, John Voket and reached the following outcome:

#### Option A:

Both parties agree to a rent increase of (amount of percent) effective (date).

#### Option B:

The parties were unable to come to an agreement. As a result, a hearing will be scheduled, and both parties will receive a Notice of the Hearing by email and certified mail.

Sincerely,

John Voket  
Director of Economic and Community Development  
3 Primrose Street  
Newtown, CT 06470

3 Primrose Street  
Newtown, CT 06470  
Tel. (203) 270-4271  
Fax (203) 270-4205  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



## TOWN OF NEWTOWN FAIR RENT COMMISSION

### Notice of Hearing

(Date)

Case #: (case #)

Name: (complainant's name)

To Whom It May Concern:

On (date), the Town of Newtown, CT Fair Rent Commission received a complaint of an excessive rental increase of (amount or percentage) for the rental property located at (address).

In accordance with sections 7-148b through 7-148f of the Connecticut General Statutes, the Fair Rent Commission of Newtown, CT has scheduled a hearing of this complaint as follows:

**Date:** (date)  
**Time:** (time)  
**Location:** (location)

Please refer to the "What to Expect at the Hearing" to prepare for this meeting.

Sincerely,

Mary Fields  
Chairman, Fair Rent Commission  
3 Primrose Street  
Newtown, CT 06470



## TOWN OF NEWTOWN FAIR RENT COMMISSION

### What to Expect at the Hearing

The hearing is a meeting with the Fair Rent Commission. All Fair Rent Commission meetings are public. Members of the public may attend, and the minutes and recording of the meeting are available to the public.

The Tenant and Landlord are encouraged to submit written items/documentation no later than 3 days prior to meeting if they so choose. Items and documents can be emailed to [Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov). Documents submitted will be shared with all parties involved prior to the hearing. Either party has a right to be represented by an attorney or provide witnesses.

The meeting will be called to order by the Commission Chair and other agenda items may be discussed prior to the hearing portion of the meeting. The Chair will announce when the hearing is to begin and that members of the public may observe, but are not allowed to speak.

### Process for the Hearing Meeting

#### ***Tenant Hearing:***

- The Commission will first hear from the tenant's side.
- During this time the landlord must hold all comments and questions.
- A Commission member will swear in the tenant or tenant representative, and witnesses for the tenant.
- The tenant and witnesses can then state their case and provide any supporting documents.
- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the landlord or landlord representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.
- The Commission will then hear from the landlord or landlord's representative.

#### ***Landlord Hearing:***

- The Commission will next hear from the landlord's side.
- During this time the tenant must hold all comments and questions.
- A Commission member will swear in the landlord or landlord representative, and witnesses for the landlord.
- The landlord and witnesses can then state their case and provide any supporting documents.



## TOWN OF NEWTOWN FAIR RENT COMMISSION

- The Commission may ask questions that will help provide information to be used in making their decision.
- The Commission will then ask the tenant or tenant representative if they have any questions regarding what was presented. Questions must be addressed to the Commission.

### ***Deliberation and Decision:***

- The Chair will announce that the hearing is closed.
- During deliberation, the parties and members of the public can observe but are not allowed to speak.
- The Commission will then review the information presented.
- When the Commission has come to a decision, a Commission member will make a motion which will be seconded by another member and voted on.

### **What happens next?**

A formal decision letter will be emailed and mailed to all parties involved.

### **What else should I know?**

- The decision made by the Fair Rent Commission is final and binding and remains in effect as stated unless overturned on appeal.
- Both the tenant and the landlord have the right to appeal to the Housing Division of the CT Superior Court – Danbury Judicial District. The appeal must be made within 30 days of the decision letter date.
- The landlord is prohibited from retaliating against the tenant due to the filing of the complaint. (Refer to CGS 47a-20.)

#### ***Examples of retaliation include but are not limited to:***

- Start or continue an eviction process without good cause.
- Not addressing maintenance issues.
- Until a decision is made by the Commission, the tenant should continue to pay the amount of the last agreed upon rent and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the Fair Rent Commission proceeding.

### **Contact**

Kimberly Chiappetta

Town of Newtown, CT – Economic and Community Development & Fairfield Hills Coordinator

[Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov)

203-270-4271

## Attachment F

3 Primrose Street  
Newtown, CT 06470  
Tel. (203) 270-4271  
Fax (203) 270-4205  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



### TOWN OF NEWTOWN FAIR RENT COMMISSION

(Date)

Case Number: (number)  
(Tenant Name vs Landlord Name)  
(Rental Address)

To Whom It May Concern:

The Newtown, CT Fair Rent Commission held hearings on this matter on (date). At the conclusion of that hearing, the Commission voted to issue a decision regarding case (number) – (tenant name vs Landlord name) of (address) as outlined in this letter.

After reviewing all facts and information presented to the Commission from (tenant/complainant name), (landlord name) and (property management name if applicable), and examining current rental market conditions and relevant financial factors, the Commission arrived at a decision that reflects our guidelines and responsibilities as required by CGS 7-148c.

The Commission's decision is that (document final decision here including amount, effective date and end date or term). During the (number of months) month duration of this order, the landlord cannot refuse to maintain the rental unit, and/or terminate the rental contract without cause.

Both the tenant and the landlord have the right to appeal to the Housing Division of the CT Superior Court – Danbury Judicial District. The appeal must be made within 30 days of the date of this letter. The decision of the Fair Rent Commission is final and remains in effect as stated unless overturned on appeal.

Thank you, and please reach out if you have any questions.

Sincerely

The Fair Rent Commission of Newtown, CT



## Town of Newtown, CT - Fair Rent Commission Complaint Form

**The Fair Rent Commission encourages tenants to discuss concerns and try to negotiate with their landlord before filing a complaint.**

To register a complaint with the Town of Newtown, CT - Fair Rent Commission, complete the sections below and submit.

After the form has been submitted, the Town of Newtown will send you a *Notice of Complaint* letter recognizing the receipt of your completed form and providing an option to schedule a Preliminary Ombudsman Session, where you and the landlord will have the opportunity to come together in a moderated setting to attempt to reach a mutually satisfactory resolution, or schedule a hearing. The same *Notice of Complaint* and your completed form will also be sent to the landlord.

**Please come to the meeting prepared with documentation related to the complaint.**

*Example: Rental contracts*

kimberly.chiappetta@newtown-ct.gov [Switch account](#)



Not shared



**Section 1: Complainant Information**

**First & Last Name \***

Bob Smith

**Address \***

100 Main Street

**Phone \***

203-555-1212

**Email**

Bob.Smith@gmail.com

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**Section 2: Tenant's Information**

Enter "Self" in the fields below if you are the tenant.

**First & Last Name \***  
Self

**Rental Unit Address \***  
100 Main Street

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**Section 3: Landlord Information**

**First & Last Name \***  
  
Mr. Landlord

**Address**  
  
1212 Flat Drive

**Phone \***  
  
203-555-2121

**Email**  
  
Dave.Landlord@gmail.com

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**Section 4: Reason for Complaint**

**Provide a brief description of your complaint. \***

My upcoming rent increase is tripling my rent.

**Why do you think this rent increase is so excessive as to be harsh and unconscionable?**

It is unaffordable.

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### Section 5: Rental Unit & Property Details

Number of Bedrooms. \*

1

Number of Bathrooms. \*

1

Total number of rooms. \*

4

Are pets allowed? \*

No

Is the unit furnished? \*

No

**Rental Costs**

**Current Rent:**

Short answer text

**Prior Year's Rent:**

Short answer text

**Proposed Rent:**

Short answer text

**Parking accommodations**

\*

*Example: garage, parking lot, driveway*

Short answer text

**Utilities Included**

*Example: electric, gas, water*

Well water is included.

**Is the property maintained and all systems and appliances working?**  
\*If no, please explain.

yes

**Amenities** \*

Please list all amenities that are included in the rental charge.

*Example: outdoor pool and small gym*

no

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**Section 6: Property Management Company (if applicable)**

**Business Name**  

none

**Address**  

Your answer

**Contact First & Last Name**  

Your answer

**Phone**  

Your answer

**Email**  

Your answer

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Submit

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**Town of Newtown, CT - Fair Rent Commission  
Complaint Form**

Your response has been recorded.

[Submit another response](#)

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## Town of Newtown, CT - Fair Rent Commission Complaint Form

**The Fair Rent Commission encourages tenants to discuss concerns and try to negotiate with their landlord before filing a complaint.**

To register a complaint with the Town of Newtown, CT - Fair Rent Commission, complete the sections below and submit the form using one of the following methods:

1. Email the completed form to [Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov),
2. Mail the completed form to:  
Town of Newtown  
Attention Kimberly Chiappetta  
3 Primrose St  
Newtown, CT 06470.
3. Hand deliver the completed form to Kim Chiappetta in the Town of Newtown - Economic and Community Development department located in the Town's Municipal Center building on the Fairfield Hills campus.

After the completed form has been received, the Town of Newtown will send you a *Notice of Complaint* letter recognizing the receipt of your complaint and providing an option to schedule a Preliminary Ombudsman Session, where you and the landlord will have the opportunity to come together in a moderated setting to attempt to reach a mutually satisfactory resolution, or schedule a hearing. The same *Notice of Complaint* and your completed complaint form will also be sent to the landlord.

**Please come to the meeting prepared with documentation related to the complaint.**

*Example: Rental contracts*

### Section 1: Complainant Information

<b>First &amp; Last Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	



## Section 2: Tenant Information

Enter "Self" in the fields below if you are the tenant.

<b>First &amp; Last Name:</b>	
<b>Rental Unit Address:</b>	

## Section 3: Landlord Information

<b>First &amp; Last Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

## Section 4: Reason for Complaint

**Provide a brief description of your complaint.**

---

---

---

---

---

---



**Why do you think the proposed rent increase is so excessive as to be harsh and unconscionable?**

---

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## Section 5: Rental Unit and Property Details

**Number of Bedrooms:**

**Are pets allowed?**

**Yes**

**No**

**Number of Bathrooms:**

**Total Number of Rooms:**

**Is the unit furnished?**

**Yes**

**No**

### **Rental Costs**

**Current Rent:**

**Prior Year's  
Rent:**

**Proposed Rent:**

**Parking Accommodations:**

*Example: garage, parking lot, driveway*

---

**Utilities included:**

*Example: electric, gas, water*

---



Is the property maintained and all systems and appliances working? \*If no, please explain.

---

---

---

---

**Amenities:**

Please list all amenities that are included in the rental charge.

*Example: outdoor pool and small gym*

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**Section 6: Property Management Company (if applicable)**

<b>Business Name:</b>	
<b>Address:</b>	
<b>Contact First &amp; Last Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Fair Rent Commission - Complaint Process**

