CITY OF TOPEKA

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Tenant Initiated RETALIATORY ACTION offense report
(TMC 9.25.020)

Topeka Municipal Code 9.25.020 makes it unlawful for owners or landlords of dwelling units in the City of
Topeka to take retaliatory action against tenants in some circumstances. If you believe you have been the
victim of an unlawful retaliatory action by your landlord and wish for the City of Topeka to intervene and
initiate criminal prosecution on your behalf, please complete the following offense report. PRINT ALL
INFORMATION AND SIGN BELOW.

Should you answer “NO” to any of Questions 1 through 4, the incident is deemed a civil matter and will not be
considered further for criminal prosecution by the City Attorney’s Office.

1. Are all rent payments current? _____Yes _____No
2. Did one of the following actions take place? _____Yes(check all that apply) _____No
   a. _____I complained, in good faith, to the City of Topeka, Shawnee County, the State
      of Kansas or my landlord about the conditions of my dwelling unit being in violation
      of the City of Topeka’s Property Maintenance Code, or any statute, ordinance or
      regulation pertaining to maintenance of safe and sanitary dwellings.
   b. _____The City, County, or State filed a notice or complaint of a violation of the City of
      Topeka’s Property Maintenance Code or any statute, ordinance or regulation
      pertaining to maintenance of safe and sanitary dwellings.
   c. _____I, as a tenant, organized or became a member of a tenants’ union or similar
      organization.
3. Did one of the following actions take place? _____Yes(check all that apply) _____No
   a. _____Landlord demanded increased rent.
   b. _____Landlord initiated eviction process.
   c. _____Landlord decreased services I was entitled to.
   d. _____Landlord otherwise caused me to leave my dwelling permanently.
4. Did # 3 occur within six months of # 2? _____Yes _____No

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If you indicated “YES” on Question 2 based on 2(a) and/or 2(b), please answer Questions 5 and 6. Should you answer “YES” to Question 5 and/or 6, the incident is deemed a civil matter and will not be considered further for criminal prosecution by the City Attorney’s Office.

5. Was the violation of the City of Topeka’s Property Maintenance Code or any other statute, ordinance or regulation primarily caused by you, someone who lives with you, or your guest?

   _____Yes  _____No

6. Would compliance with the City of Topeka’s Property Maintenance Code or any other statute, ordinance or regulation require alteration, remodeling, or demolition of the dwelling unit?

   _____Yes  _____No

7. Your full name.___________________________________________________________________.

8. Names of any other co-tenants.______________________________________________________.

9. Address of dwelling in question.______________________________________________________.

10. Name of owner or landlord in question.______________________________________________.

11. Address and phone number of landlord.______________________________________________.

12. Beginning and end date of lease. ____________________________________________________.

13. Please describe the action(s) from Question 2 (attach additional pages if necessary).

   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________.

14. Please describe the action(s) from Question 3 (attach additional pages if necessary).

   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________.

15. If the landlord increased the rent, was the increase because of a utility rate increase, property tax increase, or some other increase tied to the landlord’s costs? (Explain)

   ________________________________________________________________________________
   ________________________________________________________________________________
Upon completion of this Offense Report, if you believe the owner/landlord’s actions warrant criminal prosecution, please submit this “Offense Report” along with an executed and notarized “Affidavit for Prosecution for Retaliatory Action” and all documents supporting your claim, including but not limited to: lease agreements, proof of rental payments, written communications with landlord, and any documents related to the retaliatory action in question.

Based on your answers above and all supporting documents, if it is determined that the issue is a civil matter and the City Attorney’s Office chooses not to pursue criminal prosecution, the City Attorney’s Office will inform you of this decision. If this happens, the City Attorney’s Office will send a courtesy letter to the landlord in question advising them of the City’s ordinance prohibiting retaliatory actions and will then return all documents to you so that you may pursue possible civil remedies.

THE UNDERSIGNED STATES HE/SHE HAS ACTUAL KNOWLEDGE OF THE FACTS SET OUT ABOVE AND WILL, IF NECESSARY, BE A WITNESS IN COURT TO THE SAME.

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<th>Signature</th>
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