

## ADA Complaint Form

|                                                                 |                   |
|-----------------------------------------------------------------|-------------------|
| <b>Name of Complainant</b>                                      | <b>Home Phone</b> |
| <b>Home Address</b>                                             | <b>Work Phone</b> |
| <b>Email</b>                                                    |                   |
| <b>Person discriminated against (if other than Complainant)</b> | <b>Home Phone</b> |
| <b>Home Address</b>                                             | <b>Work Phone</b> |

1. Specific basis of discrimination:

2. Date of alleged discriminatory acts:

\_\_\_\_\_

3. Respondent (Name, position and work location of person you believe discriminated against you (if applicable):

|                 |                      |
|-----------------|----------------------|
| <b>Name</b>     |                      |
| <b>Position</b> | <b>Work Location</b> |

***(CONTINUE TO COMPLETE REVERSE SIDE)***

4. Describe as clearly as possible how you believe you were discriminated against. What happened, where did it happen, and who was responsible? If needed, attach additional sheets of paper.
- 

5. Did you file this complaint with another federal, state or local agency; or with a federal or state court? YES NO

FEDERAL  
AGENCY

FEDERAL  
COURT

STATE AGENCY

STATE  
COURT

LOCAL  
AGENCY

Agency Name and Date Filed \_\_\_\_\_

6. Provide contact person information for the additional agency or court:

|                     |                   |
|---------------------|-------------------|
| <b>Name</b>         | <b>Home Phone</b> |
| <b>Home Address</b> | <b>Work Phone</b> |

Sign complaint in the space below. Attach any supporting documents.

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|

**Please complete and return to:**

**The Village Centers**

**ATTN: Maritsa Andre, Executive Director**

**[info@thevillagecenters.org](mailto:info@thevillagecenters.org)**

**or**

3819 Plum Valley Drive

Kingwood, TX 77339

## ADA Complaints, Investigations, and Lawsuits List

Under the requirements of ADA, The Village Centers, maintains a list of any of the following activities related to an allegation of discrimination on the basis of disability.

The Village Centers Executive Director will serve as ADA Coordinator. He/she will be responsible for ADA compliance and any complaints, providing employees and the public with one point of contact for any discrimination complaints.

Tracking and reporting will be maintained through an ADA Complaint, Investigation, and Lawsuits log (Appendix D). This log shall be categorized by Complaints, Investigations, and Lawsuits and will include:

- Date the complaint was received
- Date of the incident
- Summary/the basis of the complaint
- Status of the complaint
- Action(s) taken by The Village Centers in response including final findings

| Date Received Complaint | Date of Incident | Summary (Include basis of complaint: race, color, national origin, etc) | Status | Action Taken/Final Findings |
|-------------------------|------------------|-------------------------------------------------------------------------|--------|-----------------------------|
| <b>COMPLAINTS</b>       |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
| <b>INVESTIGATIONS</b>   |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
| <b>LAWSUITS</b>         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |
|                         |                  |                                                                         |        |                             |