

2850 GERMANTOWN AVENUE  
PHILADELPHIA, PA 19133  
PHA.PHILA.GOV

## MEDIATION REQUEST FORM

Requestor: Landlord  or Tenant

\_\_\_\_\_  
Landlord Name

Vendor #: \_\_\_\_\_

\_\_\_\_\_  
Address

City, State

Zip Code

\_\_\_\_\_  
Client Name

Client ID #: \_\_\_\_\_

\_\_\_\_\_  
HCV Address

City, State

Zip Code

Mediation is way to resolve problems. It is a process where a neutral third party helps disputing individuals reach an equitable resolution without involving the courts. **Use of a mediator does not forfeit the right of either party to pursue legal resolution of the dispute.**

**Please provide the nature of your complaint:**

- 1. Nuisance
- 2. Property damage
- 3. Failed to allow access to unit for inspection and/or repairs
- 4. Other. Please explain (if additional space is needed please attached separate document) \_\_\_\_\_

**To request mediation for issues regarding tenancy between the Landlord and the Tenant, you must sign, date and return both pages of this form to the Philadelphia Housing Authority:**

**Philadelphia Housing Authority  
Housing Choice Voucher Program  
2850 Germantown Avenue, Philadelphia, PA 19133  
Attention: Owners Services Department**

I understand the Mediation session is voluntary and agree that it will be issued through The Philadelphia Housing Authority.

\_\_\_\_\_  
Landlord/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

P: (215) 684-4300 Fax: (215) 684-1023 TDD: (215) 684-4384 Web: [www.pha.phila.gov](http://www.pha.phila.gov) Email: [hcvlandlords@pha.phila.gov](mailto:hcvlandlords@pha.phila.gov)

2850 GERMANTOWN AVENUE  
PHILADELPHIA, PA 19133  
PHA.PHILA.GOV

## MEDIATION REQUEST FORM

**DO NOT WRITE BELOW THIS LINE**  
**FOR PHA USE ONLY**

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date Request Received By PHA

Approved

Denied Please explain: \_\_\_\_\_

\_\_\_\_\_  
Mediation Date and Time

P: (215) 684-4300 Fax: (215) 684-1023 TDD: (215) 684-4384 Web: [www.pha.phila.gov](http://www.pha.phila.gov) Email: [hcvlandlords@pha.phila.gov](mailto:hcvlandlords@pha.phila.gov)

Mediation Request Form