

# TENANT COMPLAINT REPORT

Reported By:

Phone No. (Day Time):

Email Address:

Phone No. (Evening):

Building Name & Address:

Unit No.:

**THIS IS MY COMPLAINT REPORT AGAINST:**

Building Name & Address:

Unit No.:

Date of Incident (MM/DD/YYYY):

Time of Incident: From:

To:

**Details of the Complaint are as follows – I observed:**

Signed:

Date Signed (MM/DD/YYYY):

❖ Was building staff notified of the complaint at the time the incident occurred? Yes      No

**Please list other witnesses (if any) to the above incident:**

**Witness 1:**

**Witness 2:**

Name:

Name:

Address:

Address:

Phone No:

Phone No:

**Effort Trust Use Only:**

Date Written Complaint Received by On-Site Staff (MM/DD/YYYY):

Name of Staff:

Signed by On-Site Staff Rep:

Date Delivered to Property Manager (MM/DD/YYYY):

Signed by Property Manager:

Date Delivered to Legal Department (MM/DD/YYYY):

Signed by Legal Department:

**CHECK ACTION TO BE TAKEN:** Warning Letter

N5 Notice

N6 Notice

N7 Notice

Other

(You May Check More Than 1 Notice)

(See Attached)