

Tenant Complaint Form

Information

Complaint for BLDG#:

Apt. #:

Date:

Date of Occurrence:

Type of Complaint

- First Complaint, Second Complaint, Final Complaint

Type of Offenses

- Excessive Noise, Violence, Other, Party/ Excess people, Trash and refuse, Violation of Company Policies, Pet and use of common area

Details

Description of Infraction:

Multiple horizontal lines for text entry.

NOTE: Complaints regarding other tenant will need to be submitted either by form or by email; DO NOT call our office. The complaint must be in writing. When addressing complaints we do not reveal the origin of the person who filled out the complaint, we do not disclose any information regarding who filed the complaint. If you make or imply false accusations, you may be subject to eviction.

Were the police called to the scene? Yes NO
If YES list time and date

Acknowledgment of Receipt of Complaint

By signing this form, you confirm that the information you have provided is true to the extent of your knowledge. You also confirm that you understand that providing false information may result in your own eviction.

Tenant Signature Date

Manager Signature Date

Witness Signature (if tenant understands complaint but refuses to sign) Date