

## TENANT COMPLAINT REPORT

Reporting:	Noise / Disturbance	Harassment	Illegal Act
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Reported By: \_\_\_\_\_ Telephone No. (Day Time): \_\_\_\_\_

Telephone No. (Evening): \_\_\_\_\_

Email Address: \_\_\_\_\_

Building Name & Address: \_\_\_\_\_

Unit No.: \_\_\_\_\_

### THIS IS MY/OUR COMPLAINT REPORT AGAINST:

Building Name & Address: \_\_\_\_\_

Unit No.: \_\_\_\_\_

Date of Incident (MM/DD/YYYY): \_\_\_\_\_

Time of Incident: From \_\_\_\_\_

AM  
or To  
PM

AM  
or  
PM

**Details of the Complaint are as follows – I/We 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 Complaint Received (MM/DD/YYYY): \_\_\_\_\_

Signed by Effort Trust Representative: \_\_\_\_\_

Printed Name of Effort Trust Representative: \_\_\_\_\_