



### **REPORT OF LEASE OR POLICY VIOLATION**

You may use this form to report lease or policy/rule violations, or submit a written report of your own in any format. You can drop reports at the office or in the drop box at either building.

We do our best to keep the name of the person who reported a violation private but we CANNOT assure confidentiality. When formal action is taken, the person has the right to dispute reports and may learn who complained.

The Property Manager will investigate reports of violations and take appropriate action. This may include issuing a verbal warning, a formal written warning, a formal lease violation, eviction, etc. Out of respect for our tenants' privacy we do NOT share with others the actions we take, if any.

YOUR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **DESCRIPTION OF VIOLATION:**

What happened?

Location, date & time it happened:

*Please be as specific as possible so we can find camera footage if available.*

Did you take a picture or video?

Who else was present/witnessed the incident?

Please provide their name and if available contact information, or have them sign here to support your statements:

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_