

**Avesta Housing
Resident Complaint Report**

Please complete and return to your Property Manager or Resident Service Coordinator.

Today's Date: _____

Resident completing report: _____

Address of Resident completing report: _____

Name and address of any witness: _____

Contact phone number: _____

Date and time of incident: _____

Please describe the incident:

Were the police called and if so, what time: _____

Has Avesta been contacted about this incident and if so, who was called and at what time: _____

Comments:

Avesta Housing appreciates the time and effort you took in completing this form. We handle all complaints seriously while making every effort to keep the names of the residents reporting concerns confidential. Please also note that if a complaint is not put in writing and signed by the person reporting the incident, there is not much that management can do to fix the problem.

Thank you again for your cooperation.

Signature

Date