

INCIDENT / CONDUCT REPORT

The purpose of this form is to report incidents or conduct by residents or visitors which violate regulations intended to preserve a safe, comfortable, clean and harmonious environment at Americana Towers.

Date: _____ Time: _____

Incident or Conduct Report on:

Name Unit No. Owner/Tenant/Staff/Visitor

Location of the incident - How did it occur, if known, or what is nature of complaint?

Were the police called? Yes or No

Time Called: _____ Arrived: _____

Injured party sent to:

What action was taken?

Incident or complaint reported by:

Name Unit No. Owner/Tenant/Staff/Visitor

Address: _____

* * * * * **FOR OFFICE USE ONLY** * * * * *

What follow-up action was taken?

Rule violation letter sent: Yes / No - Fine assessed? \$ _____
AMOUNT

Report referred to:

_____ (appropriate committee).
Current Status:

