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.

Incident or Conduct Report on:

_____

Name Unit No. Owner/Tenant/Staff/Visitor

Date of Incident:_____ Time of Incident:_____

Nature of Complaint / Location of Incident:

_____

_____

_____

_____

_____

_____

_____

Incident or complaint reported by:

_____

Name Unit No. Owner/Tenant/Staff/Visitor

_____

Today's Date

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

Were the police called? Yes / No Time Called:_____Arrived:_____

Injured party sent to: _____

What action was taken?

_____

_____

_____

Rule violation letter sent: Yes / No

Fine assessed: Yes / No Amount $_____

Report referred to: _____(appropriate committee)