



INVESTING IN COMMUNITIES

# Tenant / Management Communication Form

I live in:  Public Housing Tenant  Housing Choice Voucher Client

This Issue Concerns:  Management  Resident Issue  Other : \_\_\_\_\_

**Please note that if this is an emergency, you are advised to please call 911 immediately!**

To Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Reporting Tenant Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Type of Incident:  Property  Criminal  Office  Other  Personal  
 Maintenance  Other Resident

Person / Group / Household Involved: \_\_\_\_\_

Description of Incident / Issue: \_\_\_\_\_

If Applicable: Were the Police contacted?  Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Was a Police Report made?  Yes  No Date: \_\_\_\_\_ Time: \_\_\_\_\_

What were the Police instructions?: \_\_\_\_\_

*(Please submit a copy of any police correspondence?)*

What do you suggest to resolve the current issue?: \_\_\_\_\_

**THE ABOVE IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The below is for Housing Authority use only)*

TMC Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- Issue has been addressed, however please continue to communicate future incidents to this office
- This is a Police matter; it is suggested that you follow up with the police (or proper authorities)
- I have arranged a Tenant/Manager Conference for you to attend :

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Additional information is needed from you, to further assist you please provide:

Police Report(s)  Supporting Documentation

Other: \_\_\_\_\_

Based on the information provided, this office is unable to provide a resolution as this is not a housing matter

Thank you for informing the office, I will discuss the matter with the party identified in this TMC, however due to confidentiality we may not be able to give you further information.

Managers' Results / Comment(s) : \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_