



# Sample Incident Report / Tenant Complaint Form

## Incident Report/Tenant Complaint Form

Complete this form to report any security/safety or House Rule violations, injuries, medical emergencies, Police and Fire Department visits or emergencies and general tenant concerns. Be as complete and accurate as possible. Report only observable facts, not opinions. (Remember: who, what, where, when, how.)

Your Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

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

Location of Incident: \_\_\_\_\_

Incident Narrative (attach additional pages if needed)

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Who was involved?

Relationship

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

For Office Use Only (Sign at bottom)

Management action taken:

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Management Signature	Title	Date

Note: This document is included within the *Housing Operations* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at [www.csh.org/toolkit2](http://www.csh.org/toolkit2). This document has been adapted from CSH's *Supportive Housing Property Management Operations Manual*, which is available at [www.csh.org/publications](http://www.csh.org/publications).