

**RESIDENT COMPLAINT**  
**Botsford Place Terrace Apartments**

Resident Name: \_\_\_\_\_ Date Written: \_\_\_\_\_

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #'s: \_\_\_\_\_

Email: \_\_\_\_\_

=====

Address of who the complaint is against:

Resident Name (if known): \_\_\_\_\_

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_

Other location information: \_\_\_\_\_

Nature of the complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What can be done to resolve complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident Signature: \_\_\_\_\_

OFFICE USE ONLY:

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

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #'s: \_\_\_\_\_

Email: \_\_\_\_\_

Actions Taken:

---

---

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

Violation Issued: \_\_\_\_\_ Violation Cleared: \_\_\_\_\_

Scan into RM: \_\_\_\_\_