Stonegate Estates Residential Complaint Form

Our goal at Stonegate Estates is that all residents would live enjoyably and harmoniously with each other. But we understand that occasionally issues can't be worked out amongst each other and the matter must be brought to our attention to be addressed. In order for corrective steps to be taken, we ask that you submit the complaint in writing, filling in the blanks below.

Description of Complaint (include details below):

Date/Time: _____

Address/Location: _____

Person(s) involved: _____

Detail incident/complaint/problem: _____

_____

_____

_____

_____

What action do you suggest management should take? _____

_____

_____

I understand that in some cases the eviction of a resident due to complaints may require that the name and contents of a complaint be revealed. Therefore, management cannot promise absolute confidentiality.

_____ _____ _____

Your name (printed) Signature Date

_____

(For Office Use Only)

Previous (same/similar) Complaint: No Yes Number of similar complaints _____

Corrective Action Taken: _____

_____

Date:_____