



## Incident Report

To address your concerns please complete this form and direct it to the Housing Property Manager. We cannot investigate this issue unless your report is completed in full. Your name will be held in confidence unless this matter is subject to Dispute Resolution under the Residential Tenancy Act, a court action, or a police investigation.

Your name:	Date/Time of Incident:	Address of Incident:
Your address:	Email Address:	Tel #:

Describe the incident. Please be as specific as possible regarding **who, what, when, where**; include the name, unit# of other tenants (if known) and or staff involved. Please state **ONLY** the facts, **NOT** your assumptions, opinions, and or judgments.

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Where there any witnesses: Tenant	Names of Witnesses:
Police Filed : Yes or No	Police File #:

How did you handle the problem? Did you talk to the person involved? If so what was their response?

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PLEASE NOTE: Should a tenant choose to use this form please print and complete or electronic upload In person/mail slot: ATTN: Kateryna Filyus – Property Manager 38024 Fourth Avenue (Centrepoint office) Electronically: via email <a href="mailto:Kateryna@terramanagement.ca">Kateryna@terramanagement.ca</a>
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Tenant Signature (s):

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Tenant Signature (s): \_\_\_\_\_

