



# COMPLAINT RESPONSE



DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_

RESIDENT NAME(S) \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Thank you for your recent correspondence dated SAMPLE regarding your experience on the Property. We promptly investigated your allegations and have made the following determinations:

- Your allegations have been corroborated. Remedial action has been taken.
- Your allegations have not been corroborated. Please understand that, just as we cannot evict you based solely on the unsubstantiated word of another, we legally cannot take action against your neighbor without independent, third party verification of your claims. If you obtain that corroboration, please forward it at your earliest convenience and we will re-open our investigation.

Optional Notes:

SAMPLE

\_\_\_\_\_

\_\_\_\_\_

OWNER/AGENT  SAMPLE SAMPLE

ADDRESS SAMPLE

SAMPLE

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_