



Incident Report

INCIDENTS MUST BE REPORTED IN WRITING – ONE INCIDENT PER FORM

PLEASE PRINT CLEARLY - COMPLETE ALL FIELDS

Complainant Information: *No action will be taken if the complainant is not identified and/or the report is not signed and dated*

Name [REQUIRED]: _____ Apt#: _____ Today's Date: _____

Phone #: _____ Alternate #: _____ eMail: _____

- Bellevue Duplexes Davis Way Kenwood Square Maple St.
- Marcus Place Palouse Cove Tomason Place Wheatland

Complaint (check all that apply):

- Noise Complaint Property Damage/Vandalism/Theft Alcohol or Drug Related
- Parking/Vehicle Issue Personal Items in Common Areas Health Issue
- Disturbance/Fight/Assault Tenant/Guest Safety Issue Animal/Animal Waste Issue
- Fire/Fire Alarm Facilities/Amenities/Access Issue Possible Breach of Lease
- Litter/Cleaning Issue Dumpster/Garbage/Recycling Issue
- CAC Employee/Vendor Issue Other Issue (brief subject title): _____

Date of incident: _____ Time of incident: _____ AM PM

Location: _____ Did you try to work this out? Yes No

Name(s) & unit(s) of other person(s) involved in incident: _____

Witnesses (include address/building if not a tenant): _____

Also Contacted: Police, case # _____ Fire Dept. Ambulance _____

Signature:

REQUIRED: Tenant's signature: _____ Date signed: _____

Describe the Incident in Detail (continue on back side of form if necessary):

Received at: CAC CACLO In-person Phone Mail Drop-box Fax Email Email Attachment
 on: _____ Filed: No Action Taken/Required Disposition: Issue Letter Issue 10-day
This section is for CAC use ONLY Submitted to CAC Tenant Record

Community Action Center wants to help resolve incidents, but only if a tenant or their guest is in direct violation of the lease. The most common violation is the infringement of a tenant's right to peaceful and quiet enjoyment of their apartment. If a tenant feels that their neighbor infringing on their rights, the tenant must begin by completing and submitting this form to the on-site Resident Assistant (if any), or the CAC Leasing Office. Any action that we take on your complaint will be based on written CAC Incident Reports and Police reports, and some types of incidents will require multiple complaints before we are able to take action. We cannot accept anonymous reports, and verbal (phone, voice mail) complaints cannot be considered without written complaints also being submitted.

Complainant's identities are always held in strictest confidence, unless a complaint results in a court case that requires the person who filed the Incident Report to testify in court.

How to Submit Form: (1) Deliver in-person to CAC administrative office or CAC Regional Leasing office during regular business hours. (2) Place in drop box at Kenwood Square, Tomason Place, Community Action Center lobby; (3) Scan and send as an email attachment to rentals@cacwhitman.org; (4) Fax to 509-334-9105 "ATTN Leasing Agent". (5) Send by US Mail to CAC Leasing Office, 685 NE Terre View Drive, Pullman WA 99163.