



## **Incident Report Form**

To have your concerns addressed, please complete this form in full and direct it to the Tenant Relations Officer. If you have questions or require assistance, please contact us at the phone number or email listed on website.

### **Incident Information**

Date of Incident: _____	Time of Incident: _____
Location of Incident: _____	
<u>Description of Incident:</u> Please be as specific as possible regarding who, what, when and where. Include the name and unit# of other tenants involved. Please state only the facts, not assumptions, opinions and/or judgements. Point form is preferred.	
_____	
_____	
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_____	
_____	
_____	
_____	
_____	
* Attach separate page if needed.	

**Need help with this form?Please contact Tenant Relations Officer for assistance.**

Were there any witnesses besides you to this incident: \_\_\_\_ Yes \_\_\_\_ No

If yes, who? \_\_\_\_\_

Was a police report filed regarding this incident? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide the file# \_\_\_\_\_

How did you handle the problem? For example, did you intervene, speak with those involved, call the police? Please describe.

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### Your Information

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

I, \_\_\_\_\_, confirm that the above information is true and accurate. I also understand that my 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Office Use Only

Received by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

If form is Incomplete, explain: \_\_\_\_\_

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