



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 _____