

Brookridge Community Property Owners, Inc.

Report of Incident/Request for Action

UBL# _____

This form is to be used to report problems, regulation infractions, or any conditions that may require corrective action.

Name/Location: _____

Nature of Problem:

- Motor Vehicle Safety Hazard Suggested Improvement
- Need for Repair Security Breaches Vandalism
- Rules and Regulations Slips and Falls
- Other _____

Specifics: Describe the problem. Include such data as date, times, names of individuals, witnesses, golf cart number, automobile license plate, name of contractor, house address, or any other information relative to this report.

Submit this form to the Administration Office. The report will be submitted to the department or committee best qualified to respond. You may request a written response from Administration within 60 days of the date submitted.

Date _____ Telephone # _____ UBL# _____

Address _____ Printed Name _____

Response Requested: Telephone yes no Written response yes no

Signature _____ (CONFIDENTIAL)

FOR OFFICE USE ONLY

Received by _____ Date _____ Entered into Adm. Records by _____ Date _____

Sent to _____ Department/Committee Date _____ Sent by _____

Received by _____ Date _____ Time in: _____ Time out: _____

Explanation of Resolution _____

Problem resolved and returned to Administration on Date _____ Returned by _____

Resident notified by telephone n ail by _____ on Date _____ Entered into Records Date _____