



Report of Unsafe Condition

This form is designed for use by management, residents and employees. It is also used by management during formal documented inspections of the property to identify specific problem areas which need immediate attention. Employees and residents are encouraged to use this form to report unsafe conditions to management.

Date _____ Time of Report: _____

Location: _____

Hazard/Problem: _____

Submitted by: _____ Phone: _____

Address: _____

FOR MANAGER USE ONLY

Repair/Correction Necessary: _____

Permanent: _____ Temporary: _____

Reviewed By: _____ Date: _____

FILL OUT AND RETURN TO REPORTING PARTY

Date Condition Inspected: _____

Date Work to Start: _____

Date Work to be Completed: _____

No Action Taken - Reason: _____

Reviewed By: _____