

TENANT EMERGENCY REPORT

This form should be completed and delivered to the General Manager each time a disturbance of any kind is reported to the police. Harassing phone calls, personal disorders, disgruntled employees and clients all pose a potential threat to the community. In an emergency situation, a record of the incident could be an invaluable tool for authorities in making an analysis of this problem.

Date: _____

Time: _____

Fire:

Police on
Premises:

Other (explain)

First Reported to: _____

Time: _____

Name of Person Making
Report: _____

Firm and Phone Number: _____

Describe incident in detail:

(If additional room is needed, please use the back of this page.)

Comments: Damage or corrective action taken

Signed:	
Check if more information is on back:	