

Property Damage Resident Violation Report

This form is used to document and report property damage caused by a resident or their guest, constituting a violation of the lease agreement or community rules.

1. Reporting Information

Date of Report:

Name of Person Reporting:

Title/Role:

2. Violator Information

Resident Name:

Unit / Apartment Number:

Phone Number:

3. Incident Details

Date of Incident:

Time of Incident:

Specific Location of Damage:

4. Description of Damage and Violation

Description of how the damage occurred and the rule violated:

Specific Item(s) Damaged:

Estimated Cost of Repair/Replacement:

Were Police Contacted? (Yes/No):

Police Report Number (if applicable):

Witness Name(s) and Contact Info:

5. Corrective Action Required

Action Required by Resident:

Deadline for Action/Payment:

6. Signatures for Print

By signing below, the parties acknowledge the receipt and documentation of this property damage report.

Authorized Property Representative Signature:

Date Signed:

Resident Signature (Acknowledgment of Receipt):

Date Signed: