

Sunset Plaza Condominium Homeowner Complaint / Request for Review Form

From: _____
Homeowner Name

Mailing Address

Phone Number

To: Board of Directors / Property Management Company

I would like to report the following complaint, rules violation or problem:

Date of incident: _____ 20__ Time: _____

Name of individual or unit # (if applicable) the complaint is against:

Please take this matter under advisement and decide what course of action is best suited to resolve the issue on behalf of the Association. Please advise me as to what action is being taken to address to complaint.

*** This section to be completed by Property Management Company ***

Date Received by Manager: _____ 20__ Logged In: _____

Complaint issue verifiable? _____ Date/Time verified: _____

Action required/taken to remedy complaint: _____

Referred to Board of Directors/Rules Committee (if applicable): _____

Complaint notified of action taken: _____ (date) (Verbally/Written)

Please return the completed form to The Management Trust
at 6704 Tacoma Mall Blvd., #111, Tacoma, WA 98409
or email to: Kristin.Gee@ManagementTrust.com