

WEST END PLACE CONDOMINIUM ASSOCIATION
COMMENT FORM

This form is for use by all residents for reporting incidents, offering comments/ suggestions or requesting information. This form may be deposited in the Office mail slot at the bulletin board.

****Please Note: If you wish this to be confidential, please enclose it in an envelope addressed to the “routing party” noted below. Management will ensure that it is delivered in confidence.**

Name: _____ **Apt. #:** _____ **Date/Time:** _____

(It is preferred that you provide this information in order that we may properly follow up on all issues and generate a response as appropriate.)

ROUTING - Please indicate below to which party you would like this form directed:

- MANAGING BOARD** **FINANCE COMMITTEE** **EXTERNAL RELATIONS**
- PROPERTY MANAGER** **BUILDING COMMITTEE** **GROUNDS COMMITTEE**
- MANAGING AGENT – CENTRAL** **COMMUNITY RELATIONS** **OTHER:** _____

REPORTING – Please indicate below:

- INCIDENT** **COMMENT** **SUGGESTION** **INFORMATION REQUEST**

Signed: _____ **Date:** _____

RESPONSE – For use by party noted above:

Signed: _____ **Date:** _____