

APPENDIX B: INCIDENT TRACKING FORM

BHV CONDOMINIUM II INCIDENT REPORT FORM

Please call owner at time of incident. In the event an Incident is life threatening or damage to property is observed, 911 should be called immediately followed by the site administration office at (585) 424-1540. This form is intended to assist our community in reaching resolutions between neighbors. The data will also be used for tracking purposes and to improve our current rental program policies.

Incident Date: _____ Incident Reported On: _____

Unit #: _____ Building: _____

Unit Owner: _____

Unit # Filing Incident: _____ Person Filing Incident: _____

Incident Details: _____

Action / Resolution: _____

Please be sure to send a copy of this report via email to the Condo II Site Office (amorey@Kenrickfirst.com), Admin Assistant (cwallace@kenrickfirst.com), and the Unit Owner. If you don't have access to email, please call the Property Management Company 585-424-1540 Monday – Friday 8:30 A.M. – 4:00 P.M. to speak with a staff member, or to leave a message with the answering service after hours and on weekends to log the details.

Sending this document from an authorized owner e-mail address constitutes a valid legal electronic signature for the purposes of this program.