

**TENANT COMPLAINT/REQUEST**  
(Copy should be kept by Tenant and Landlord)

Date Reported: \_\_\_\_\_

Reported By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Nature of Complaint or Request**  
**(Please provide details and use additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tenant's Signature

**To be signed after the complaint or request has been addressed**

The Genedco Agent acknowledges that the complaint or request was addressed and action was taken in the form of:

Phone Call \_\_\_\_\_ Letter \_\_\_\_\_ Other (specify) \_\_\_\_\_

on (date) \_\_\_\_\_

\_\_\_\_\_  
Genedco Agent Signature

\_\_\_\_\_  
Date