



**BENTLEY
HOUSE**

TENANT COMMUNICATION FORM

Date: _____

Tenant Name: _____

Unit: _____

Telephone Number: _____ Email: _____

I would like to be contacted:

By Phone: _____ By Email: _____ Other: _____

Subject: (Please be specific – continue on reverse side if needed)

Suggestion/Incident/Concern: _____

Note: Management will confirm receipt of this item within 48 business hours. Final response may take additional research or third party action.

(For office use only)

Date of Follow-up: _____

Action Taken, if any: _____

Follow-up Completed By: _____