

HORIZON TOWNHOUSES H.O.A.

Horizon Townhouse Incident Report

This form allows for an easy way to report any incident that occurs at the Horizon Townhouses. Fill in the form, and "Submit your report."

Note: This report should be prepared whenever there has been an incident on association property that has caused property damage and/or personal injury or any incident that does not conform to the Rules & Regulations set forth by the Board of Directors of the H.O.A. All physical items related to the incident such as bills, invoices, photographs, and building materials, should be retained in a secure location with the chain of custody of those items properly documented. We thank you for your cooperation in making Horizon Townhouse a safe place for everyone.

1. Reporting Person name: _____

2. Unit# _____ (1A, 13C, etc.,)

3. Contact Number: _____ 4. Email: _____

5. Is there a witness or other person(s) with the knowledge of this incident? () Yes () No

Name of witness: _____

Unit Number: _____ Phone: _____ Email: _____

6. Date of incident: _____ 7. Time of incident: _____

8. Location of incident: _____

9. What type of incident: _____

10. Description of incident: _____

**If you need more space, please use the back of this form.*

You may submit this form to the Property manager or any of the Board of Directors of Horizon Townhouses.

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