

Jamison Management Company
 129 W. Torrance Boulevard, Redondo Beach, CA 90277
 Tel (310) 798-9154 Fax (310) 798-9164

TENANT LETTER REQUEST FORM

Date:		Manager:	
Property:			
Letter To:	<input type="checkbox"/> All Tenants	<input type="checkbox"/> Individual Tenant	
Unit #:		Tenant Name:	
Issue – Detailed Description:			

<input type="checkbox"/> Criminal Issues	<input type="checkbox"/> Vandalism/Prop. Damage	<input type="checkbox"/> Unauthorized Pets
<input type="checkbox"/> Safety Issues	<input type="checkbox"/> Add'l Occupants	<input type="checkbox"/> Excessive clutter
<input type="checkbox"/> Noise Disturbance	<input type="checkbox"/> Loitering	<input type="checkbox"/> Littering
<input type="checkbox"/> Parking Issues	<input type="checkbox"/> Unauthorized Storage	<input type="checkbox"/> Oil spills
<input type="checkbox"/> Other – Please explain in detail: _____		

Verbal Warning(s) Given?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, how many?	
When? Dates / Details:				

Do You Want A Written Warning Letter Sent To Tenant(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this the 1st, 2nd or final warning letter?		

Manager Signature	Date

