Property Management Tenant Complaint Log

Quality Control

MONTH / PERIOD	PROPERTY	MANAGER

	COMPLAINT 1	COMPLAINT 2	COMPLAINT 3	COMPLAINT 4	COMPLAINT 5	COMPLAINT 6
Date received						
Tenant name / Unit						
Complaint category						
Description						
How received						
Date acknowledged						
Investigation / Action taken						
Date resolved						
Resolution summary						
Tenant satisfied						
Manager initials						

Notes

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This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.

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