

# RANDOLPH PLACE RESIDENCES

165 N. Canal Street, Chicago, Illinois 60606

Phone 312/627-1332 Fax 312/627-1335

## Documentation of Complaint with Service Providers

Please fill out this complaint form, and submit it to the management office if you wish to document your concerns or problems with contracted service providers. ***This form is for documentation purposes only.*** Complete as much of this form as possible. If any information is unknown, indicate such. Use an additional sheet of paper if necessary.

Your Name

Unit Number

Home Phone

Work Phone

**Please select which of the following categories describes the entity with which you have a complaint:**

Security Staff

Management Staff

Multiband Subscriber Services, Inc.\*

\*Note: Management will not contact satellite service provider to file complaint on your behalf.

Maintenance Staff

Other

Name of Alleged Violator

Date of Incident

Approx. Time of Incident

**Explain in detail what happened. Give locations and all pertinent information. Please use an additional sheet of paper if necessary.**

**I have made the above statement based on my own personal knowledge. I shall cooperate with the Randolph Place Condominium Association in whatever manner possible in regards to this complaint.**

Signature

Date