

LIVE OAK APARTMENTS

555 South Orchard Avenue | Ukiah, CA 95482

Live Oak Communication Form

Person Reporting:						Phone Nu	mber:			
Address:										
Person Reporting is Public, Resident, Staff, Local Agency, or Other:										
Date of Incident:					Date of Re	eport:				
Issue Type (circle): Safety/Hazard, Civil Rights/Discrimination, Harrasment, Staff Conduct, Resident Conduct, Other										
If other please describe:										
Location of Incident:										
Please describe incident/issue, identify people involved:										
Describe attempts by reporting party or others to resolve issue:										
Official Use Only										
Follow up:	Who was assigned to follow up:									
	Date assigned:									
Outcome:										
Response to Reporting Party:		(Verbal or Written)								
Status at time of response:		(Resolved Completely/Resolution in Progress/Not Resolved)								

This form is the universal form for all issues related to Live Oak Apartments. Please send completed forms by email: project_homekey@mendocinocounty.org, or postal mail: Heather Criss, Program Administrator, 747 S. State Street, Ukiah, CA 95482.

Communication Form Updated January 2022