



# Live Oak Apartments

## Record of Verbal Warning

Date of Incident:

Resident Name: \_\_\_\_\_ Unit: \_\_\_\_\_

What lease term, program agreement, or code of conduct was violated?

Details of incident:

(Specifically what, where, when, and how resident's performance and behavior were unacceptable)

Describe extenuating circumstances, if any:

[ ☐ ] I spoke to resident on this date \_\_\_\_\_, stating the above behavior is not acceptable, and if repeated, will result in more formal action being taken against them.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_