



LIVE OAK APARTMENTS

555 South Orchard Avenue | Ukiah, CA 95482

Live Oak Communication Form

Person Reporting:		Phone Number:	
Address:			
Person Reporting is Public, Resident, Staff, Local Agency, or Other:			
Date of Incident:		Date of Report:	
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