

Mold and Mildew Complaint Form

Date	PR#	Property Name	Unit #
Resident Name(s)			
Resident Name(s)			
Time of Day Reported	Reported By <input type="checkbox"/> PHONE <input type="checkbox"/> WRITTEN <input type="checkbox"/> IN PERSON		
CONVERSATION NOTES			

On-site management to complete the following steps:

1. Immediately visit the apartment for photo documentation. Make a sign (see example at right) identifying the date, resident name and unit number. Place this sign near the affected area and take a picture. Use a good quality 35mm or digital camera. Please do not use a Polaroid camera. If appropriate, provide the resident with instructions to use a bleach solution to clean the affected area and provide air circulation by running fans and opening windows for ventilation.	Date Completed: <p style="text-align: center;"><i>Example</i></p> <p style="text-align: center;">DATE RESIDENT NAME UNIT #</p>
2. Determine if there is exterior water intrusion or interior plumbing leaks. Take immediate steps to correct.	Date Completed:
3. Contact your Property Manager with all basic information and submit the Mold and Mildew Complaint Form with your evaluation of the affected area.	Date Completed:
4. Document any lifestyle concerns that may cause excess moisture to be present in the apartment.	Date Completed:
5. Ensure that the kitchen and bath fans are functioning properly and windows are operable.	Date Completed:
6. Schedule a two-week and six-week follow-up inspection during the initial visit.	Week 2 Follow-Up Date Completed: Week 6 Follow-Up Date Completed:
7. Keep original Mold and Mildew Complaint Form in Resident File.	Date Completed:
FOLLOW-UP NOTES	
Inspected By:	Week 2 Follow-Up Date Completed:
Inspected By:	Week 6 Follow-Up Date Completed: