



**Peninsula Housing Authority**  
*Serving Clallam and Jefferson Counties*  
 2603 S. Francis Street, Port Angeles WA 98362

## HOUSING AUTHORITY INCIDENT REPORT

**NOTE:** It is your option whether to sign this form or not. All tenants have the right to all the information in their file. This form will be placed in the file of the person the complaint is about.

**Please check appropriate box below:**

- Unauthorized or extended stay of visitor(s) in unit
- Damage to Property
- Failure to observe quiet hours *after* 10:00 PM
- Leaving garbage, trash, or obstructions in/on a public area
- Allowing an unauthorized pet on the premises (service animals are **not** considered pets & must be allowed entrance)
- Excessive noise from a unit
- Criminal behavior (drugs, violence, vandalism, public intoxication, etc.)
- Failure to control pet/service animal (not on leash, not disposing of pet waste, etc.)
- Smoking inside building/not maintaining 25 foot distance from door/entrance
- Disturbing or harassing other tenants (**not** general rudeness but behavior that violates the lease)

If box was checked for disturbance/harassment were the police called? \_\_\_\_\_ If so, was a police incident report completed? \_\_\_\_\_ Provide incident case # \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Date of Incident** \_\_\_\_\_ **Your Name:** \_\_\_\_\_

**Your Address/Apt. #:** \_\_\_\_\_ **Your phone #:** \_\_\_\_\_

**Person or guest whom complaint is about:** \_\_\_\_\_ **Their Address/Apt.#** \_\_\_\_\_

**Complaint:** (Be brief but specific about incident. *Please do not generalize by saying, "So and So is always stirring up trouble."*)

\_\_\_\_\_

List other witnesses: \_\_\_\_\_

\_\_\_\_\_

**STAFF ONLY--** Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

The Peninsula Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission of access to it's programs. If you need to request a reasonable accommodation, contact the PHA at (360) 452-7631

