



Housing -Communication Log

This is an extremely useful tool for recording conversations, in home visits etc. with tenants. Write in the date and what was said or done at each visit, be sure to include incidents that won't be recorded any other way. Refer to emails or other written correspondence as needed. This record is particularly useful if a tenancy or housing policy dispute goes to appeal.

Tenant- name: _____, address_____

Date Actions taken (examples provided)

Jan 0, 0000	Visited house to renew tenancy agreement. Tenant asked about chimney cleaning, gave him request for maintenance form. I will call chimney sweeps Monday, Jan 0,0000
Jan 0, 0000	Hand delivered 2 nd letter of pet policy infraction, tenant tore it up and threw it on the ground. Will send final notice on Jan 0,0000