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TENANT ACKNOWLEDGMENT AND RESPONSE TO DISPUTE RESOLUTION
NOTICE

(Confirmation and Optional Reply Regarding Property Owner Response to Complaint)

Property Address:

[Rental Unit Address]

Tenant Name(s):

[Tenant Full Name(s)]

Date of Original Complaint:

[Insert Date]

Date of Property Owner Response Notice:

[Insert Date]

Section 1 – Acknowledgment of Receipt

☐ I acknowledge receipt of the Property Owner/Property Manager's written response dated above regarding my complaint.

☐ I understand the proposed resolution or explanation.

☐ I understand that I may submit further information or clarification if I disagree or have additional concerns.

Section 2 – Tenant Comments or Response (Optional)

If you believe the matter remains unresolved, please use the space below to provide any additional facts, concerns, or requests for reconsideration:

Section 3 – Signatures

Tenant Signature:

[Printed Name] Date: _____

Additional Tenant (if applicable):

[Printed Name] Date: _____

Property Owner/Manager Signature (optional upon receipt):

[Printed Name & Title] Date: _____

Section 4 – Delivery Method (Management Use Only)

<u>Delivery Method</u>	<u>Date Delivered</u>	<u>Initials</u>
<input type="checkbox"/> In-Person Delivery		
<input type="checkbox"/> Email (if lease-authorized)		
<input type="checkbox"/> Posted + Mailed Copy		