



HOUSING AUTHORITY OF THE CITY OF BUNKIE

Incident Report Form

Instructions: Complete all relevant sections. Submit to the property manager within 24 hours. Attach supporting documents as needed.

Report Details

Property Name / Location: _____

Date of Incident: _____ Time of Incident: _____

Date Reported: _____

1. Reporting Party Information

Name of Person Completing Report: _____

Job Title / Role: _____

Contact Number: _____

Email (if applicable): _____

2. Incident Details

Type of Incident (check all that apply):

☐ Property Damage ☐ Resident Complaint ☐ Disturbance / Altercation

☐ Injury / Accident ☐ Safety Violation ☐ Unauthorized Entry

☐ Noise Complaint ☐ Drug / Alcohol Activity ☐ Fire / Smoke

☐ Theft / Vandalism ☐ Other:

If Other, please specify: _____

Location of Incident: _____

Unit # or Area: _____

Description of Incident (what occurred, who was involved, what action was taken, and any relevant circumstances):

: _____

: _____

: _____

Were authorities (police/security) contacted?

☐ No ☐ Yes — Agency Contacted:

Time Notified: _____ Report # (if applicable): _____

3. Persons Involved



HOUSING AUTHORITY OF THE CITY OF BUNKIE

Incident Report Form

List name, role (resident/staff/guest), contact info, and whether injured for each person involved.

: _____

: _____

4. Witnesses (If Any)

List name, contact info, and whether a statement was taken for each witness.

: _____

: _____

5. Attachments

☐ Photos ☐ Witness Statements ☐ Police Report ☐ Other:

6. Authorization and Review

Signature of Person Reporting: _____ **Date:** _____

Supervisor Name: _____

Supervisor Title: _____

Comments:

: _____

Supervisor Signature: _____ **Date:** _____