



TENANT COMMUNICATION

KPS Management
524 N Mullan Rd, Ste 101
Spokane Valley, WA 99206
Ph: (509) 842-2322
Fx: (509) 893-2202
www.kpsonline.net

Name: _____

Date: _____

Address: _____

Phone #: _____

Property Code: _____

Repairs/Maint. Customer Service Sales Accts. Rec. Bookkeeping Des. Broker

Comments: _____

X _____

Resident Signature

Date

Received On

By

Action Taken: _____

____ Repairs/Maintenance
____ Customer Service/Mgmt
____ Sales Existing

____ Bookkeeper/Collections
____ Designated Broker
____ Sales New