



**KPS Management**

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[www.kpsonline.net](http://www.kpsonline.net)

**Tenant Communication**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property/Apt Community:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Property Code:** \_\_\_\_\_

- Repairs/Maint.**    **Customer Service**    **Sales**    **Property Manager**    **Bookkeeping**    **Des. Broker**

**Comments:** \_\_\_\_\_

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

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<input type="checkbox"/>	Repairs/Maintenance
<input type="checkbox"/>	Customer Service/Mgmt
<input type="checkbox"/>	Sales Rentals
<input type="checkbox"/>	Bookkeeping
<input type="checkbox"/>	Designated Broker/Sales & Collections