Casa Blanca Employee Report

Today's Date _____

*Who is making the report? _____

*Phone # you can be reached at _____

*What is your association with Casa Blanca?

Renter Owner Employee Other_____

*Report will not be considered if this information is not provided

Please write a detailed report below including as many details as possible including names, time of day and location where the incident occurred.

Date of event being reported_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Were there any other witnesses to the event reported above? If so, who?_____

We will call you in the event further information is needed.

The Management at Casa Blanca welcomes your input (both negative and positive) and takes it very seriously. We also take our responsibility regarding managing this property very seriously. The employees are the responsibility of the General Manager, who will determine and take the appropriate action in the matter you have brought to our attention.

Thank you for taking the time to complete this report.

The Casa Blanca Management