Office of Orientation and Off-Campus Programs

Response to Comment Form

Name: _____

Phone number: (_____)_____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Tenant's Name: _____

Address of Tenant: _____

Please use the space below to respond to the complaint or attach a separate typed letter. Attach additional sheets if necessary.

Describe the steps you have taken to date to respond to the issues raised by your tenant.

_____

_____

_____

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_____

Describe how you plan to ultimately resolve this issue.

_____

_____

Office of Orientation and Off-Campus Programs
754 Ostrom Avenue
315-443-1012, oocp@syr.edu

Any additional comments:

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