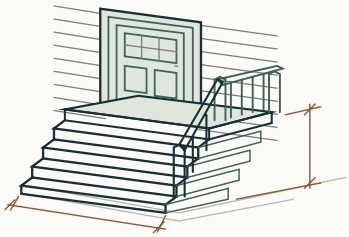
Avalon
Property Care and Management

Paradise, NL
+1 (709) 765-3536

FOLLOW-UP / BLANK TEMPLATE

Correction and follow-up closeout



Document the response to a service issue, the assigned remedy and the outcome communicated to the customer.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Reference the original complaint or visit exception. Distinguish a proposed remedy from one the customer has already received.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Complaint, incident or visit reference *

What the review established *

Identify the agreed work and the specific gap.

Action and assigned person *

Record the return work, corrected charge or other response.

Follow-up due date *

Resolution status *

Action proposed / Agreed and scheduled / Completed and customer informed / Further review requested

Customer update or message reference

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date