

Date of Incident	11-27-2023
Prepared By	Joseph Cooper
Reviewed By	Incident Report was reviewed by Joseph Cooper on 11-27-2023 at 11:29 AM.
Property	Willow Bend
Time of Incident	09:00:00
Location of Incident	Building B mail room B204 mailbox

Report Last Updated By	Update Date
Joseph Cooper	11-27-2023

Incident Type
Misc.
Description of Incident
The mailbox door to B204 is completely missing and the frame of the entire mailbox is broken. Technician Ron found this morning while doing grounds.
Corrective action taken at the time of the incident
Placed sign for mailman to call us so we can gain access into box/frame.
What we have done related to Customer Service and helping the resident, if anything?
Informed resident that the door was missing.
Witnesses names and phone number
Joe Cooper 267-637-4017
Was there security camera footage of this incident?
No
Link to security footage video in Box
http://
Did this incident involve a resident?
No
Did this incident involve a Lindy team member?
No
Did this incident involve a vendor?
No

