



NON-COMPLIANCE REPORT FORM

La Perla Property Management

REPORTING INSTRUCTIONS

Use this form to report an alleged violation of your community governing documents or rules.

Do NOT submit this form through AppFolio. Send the completed form and supporting evidence to:

customerservice@laperlapm.org

IMPORTANT

Reports should be factual, specific, and supported by evidence. The Association may not be able to investigate or take action on vague, incomplete, or unsupported reports. Anonymous complaints will not be accepted. Do not confront another resident to obtain evidence.

1. REPORTING PARTY INFORMATION

Your Name

Community / Association

Your Property Address / Unit

Phone

Email Address

Date Submitted

2. LOCATION / SUBJECT OF REPORTED NON-COMPLIANCE

Address / Unit / Common Area Location

Date Observed

Approx. Time Observed

How Often Has This Occurred?

Category (select all that apply)

☐ Noise / Nuisance

☐ Parking / Vehicle

☐ Pet / Animal

☐ Trash / Storage

☐ Architectural / Exterior

☐ Common Area Misuse

☐ Occupancy / Use

☐ Other

If Other, briefly identify the type of issue



3. DESCRIPTION OF OBSERVED NON-COMPLIANCE

Describe exactly what you personally observed. Include dates, times, locations, and relevant details.

If known, rule / governing document provision involved (optional)

4. SUPPORTING EVIDENCE - PLEASE ATTACH

Supporting evidence should show the reported condition clearly and, when possible, establish date, time, location, frequency, or identifying details. Attach evidence to the same email as this completed form.

- | | |
|---|--|
| ☐ Dated photographs or screenshots | ☐ Video or video stills |
| ☐ Vehicle make/model/color and license plate | ☐ Dates and times of repeated incidents |
| ☐ Relevant written correspondence or notices | ☐ Other objective documentation supporting the report |

Examples of useful evidence:

- Noise: dates/times, duration, recordings where lawfully obtained, or a recurring incident log.
- Parking: photo showing the vehicle, license plate, location, and date/time.
- Exterior / architectural: clear photos of the condition or alteration and its location.
- Pet / nuisance / common area: dated photos, incident details, and repeated-occurrence log if applicable.

List / describe the evidence you are submitting with this report



5. ADDITIONAL DETAILS

Have you reported this same issue previously?

☐ Yes ☐ No

If yes, provide the approximate date or prior reference information

Additional information that may assist management

6. REPORTER ACKNOWLEDGMENT

I certify that the information in this report is accurate to the best of my knowledge and reflects what I personally observed or can substantiate with the evidence provided. I understand that submitting this report does not itself establish that a violation occurred. The Association and management will review the information under the applicable governing documents, enforcement procedures, and direction of the Board of Directors.

I understand that management may contact me for clarification or additional evidence.

Reporter Name (typed acknowledgment)

Date

SUBMIT THIS FORM AND ALL SUPPORTING EVIDENCE TO

customerservice@laperlapm.org

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