THE HOUSING SPECIALIST™

Problem Resolution Planner

Organize a housing issue and follow-up

YOUR ACTION CHECKLIST

[ ] Describe the issue in one or two sentences

[ ] Identify the person or agency responsible

[ ] Record dates, documents and communications

[ ] List what resolution you are requesting

[ ] Set a reasonable follow-up date

[ ] Escalate to appropriate agency or qualified help if unresolved

WORKSHEET / NOTES

Issue: _____

Contact/date: _____

Requested resolution: _____

Follow-up: _____

Use this resource as a practical planning aid. Requirements vary by program and situation. Verify official rules with the relevant agency. Do not share sensitive personal information through unverified channels.