**Action log**

Use this action log to record your conversations and any letters sent and received about your home, plus any replies. See example below:

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| --- | --- | --- |
| Date Action *(What, where and how)* | Response *(What, where and how)* | Resolved |
| *E.g. Sent email to landlord to report the broken window.* | *Landlord text back to say window would be fixed by 16 November 2021.* | *15 Nov’ 21 Builder came round to put*  *new glass in bedroom window. Builder will invoice landlord. Issue*  *resolved.* |
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