

COMPLAINTS FORM

Name: _____

Contact Address: _____

Phone / Mobile: _____

Preferred Method of Contact:

In writing

Phone

E-mail

Other please specify:

Property address for complaint if different to above:

Do you wish an authorised representative to act on your behalf?

No

Yes (please give details)

Name: _____

Contact Details: _____

Phone / Mobile: _____

Complaint Details

What has happened?

When did it happen? _____

Who was involved? _____

What is the result?

How would you like it resolved?

Are there any actions we can put in place to avoid this being repeated?

Signed: _____

Date: _____