

## COMPLAINT BY OWNER OR OCCUPIER

Details of the person making the complaint:	
Full names:	
Unit number(s) (if applicable):	Section address:

Scheme name:	Province:	Postcode:
Postal address of complainant (if different from above):		

Which type are you (tick **one** box)?

- Types:**
- |                   |                   |
|-------------------|-------------------|
| 1. Unit owner     | 2. Unit tenant    |
| 3. Other occupier | 4. Managing agent |

Details of the person(s) you are making the complaint against:		
Person(s) name(s):	Address (include unit number, if applicable):	Type No.:
Details of the relevant rule, section of the Act or regulation:		
(Identify which provision(s) is/are apparently being breached or not being complied with.)		
Details of complaint/alleged breach:		
(Describe what the breach is about, including dates and times.)		

**Self-help action taken:**

*(What has been done to try to resolve this complaint? Please describe what you have done, who you have spoken to and what they offered to do.)*

**Proposed solution or action:**

*(What remedy are you requesting? How do you want the problem to be solved?)*

**Declaration and signature of complainant:**

I declare that the above information is true and correct to the best of my knowledge. I agree that the information in this form may be used or disclosed by the body corporate to process and resolve this complaint.

Signature:	Date:        /        / D   D   /   M   M   /   Y   Y   Y   Y
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**The complainant must deliver a copy of this completed and signed form to the trustees and must keep a copy including the proof of delivery.**

**Delivery method:**

By post (name and postal address):	In person by:
Contact telephone number for complainant(s):	Contact email address for complainant(s):