

Date of Notice

Record of Body Corporate Decision

From: Name and number of scheme

To: (Person/s that made complaint and persons/s who allegedly committed breach)	
Person/s name/s	Address:
Description of Complaint: (brief details of complaint/alleged breach)	
Person/s name/s	
Outcome of Internal Dispute Resolution Meeting: (description)	
Decision of Body Corporate: (description and reasons for decision)	
This notice is served by:	
Signature of person representing body corporate:	
Printed name	Position / Title
Address	
Contact telephone number	Email address (if applicable)

Important Notice: If any party to this dispute is not satisfied with the decision that party can make an application to the Community Schemes Ombud Service