

**Self-help action taken:**

What has been done to try to resolve this complaint? Please describe what you have done, who you have talked 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:

|  |  |
|--|--|
|  | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>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 body corporate and must keep a copy and proof of delivery.**

**Delivery method:**

|   |  |
|---|--|
| <b>By post (name and postal address):</b>           | <b>In person by:</b>                             |
|   |  |
| <b>Contact telephone number for complainant(s):</b> | <b>Contact email address for complainant(s):</b> |
|   |  |