

Complaint Form

Complete this form in order to notify the Body Corporate/Property Owners Association of your grievance. Clearly indicate against whom you are making the complaint – unit owner, occupier/tenant or the managing agent.

Details of person making the complaint

Full Names & Surname:

Unit Number(s), if applicable:

Section Address:

Name of Scheme (Complex):

Tick the applicable box:

Unit Owner Unit Tenant Rental Agent Supplier

Details of the person(s) you are making the complaint against

Person(s) name(s):

Address (include unit number, if applicable):

*** 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

Self-help action taken:

What has been done in your capacity to try to resolve the matter? Please describe what you have done, who you have talked to and what they have offered to do.

Proposed solution or action:

What remedy are you requesting?

Your Email:

Your Phone Number:

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/Property Owners Association, to process and resolve this complaint.