



COMPLAINTS FORM

Property Management
(Specify)

Sales

Other

Date:

Name of person lodging form:

Contact details of person lodging form:

Received by (Office Use):

Date received:

Details of complaint:

Principal Signature:

Date:

Reference No:

Person nominated for resolving matter:

Response date:

Actions taken:

Matter resolved:

Further action required:

Details of further actions:

(Dispute Resolution, Legal Advice, Lodge claim with SCT, Contact Office of Fair Trading)

Final sign off:

Date:

Principal

We appreciate you taking the time in drawing our attention to the above. The office will respond in writing within three working days. Should you not be satisfied with our response, you may wish to contact the Office of Fair Trading, Residential Tenancies Authority or REIQ.