

In order for your strata manager to properly understand the nature of a complaint, and in order to take action to prevent further incidences, certain information is required. This information is used to assess which strata by-laws are being broken, and if the complaint can be followed up under these terms. Please complete the below fields with as much factual detail as you can. Your personal information and all information you submit to this office will be used and stored within the terms of the Privacy Act; however, it may be necessary to gain your permission to present this information in court as evidence if the issues do not stop. We will discuss this with you if that happens. We will always endeavour to find an amicable solution between all parties.

Date:	Property/Complex Address:
Your Full Name (Complainant):	Date & Time of Incident / Occurrence:
Name/s of Other Involved Parties:	YOUR Full Address:
Complaint Details: (Please attach additional Page/s if required) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Were Police Informed? Yes / No	If Yes. POLICE REPORT NUMBER:
Action Taken by Complainant / Any other Person (i.e Police, Ranger)	
Your Ideal resolution:	
Sign:	