



The complaint form must be signed, dated, specific address complaint is referencing in order to be investigated.

[Large empty rectangular box for complaint details]

Printed Name of Complainant

Date:

Signature of Complainant:

Received by:

Date Received:

Action Taken:

[Large empty rectangular box for action taken]

Signature:

Date

Actions Expected on a Complaint: Reception of Complaint, Investigation of Complaint, Notification of Investigation to Owner. May include notification that the issue is on the Board of Directors agenda, Changes or Updates, Follow-Up with the Owner.