

**1. Complaint made by (your details)**

(Please tick) Mr  Mrs  Ms  Miss  Other \_\_\_\_\_

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

**2. Your contact address**

Street Address: \_\_\_\_\_

Suburb / Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Numbers Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Phone Numbers Work: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Complaint against (other party's details)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**4. What does your complaint relate to?**

(Please tick) Sales  Investments  Property Management  Other \_\_\_\_\_

**5. Please summarise your main concerns**

**a.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**b.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**c.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**d.** \_\_\_\_\_

\_\_\_\_\_



**7. What attempts have been made to resolve the matter?**

- I. Have you contacted the person you are complaining about? Yes  No
- II. Have you attempted to resolve the matter with the person's manager? Yes  No

If Yes to (I) and (II) above, what attempts have you made and what was the outcome?

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**9. What reasonable outcome are you seeking by making this complaint?**

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**10. Declaration**

I declare that the information supplied by me is, to the best of my knowledge, true and correct.

I give permission for my name and the other information I have provided to, if necessary, be revealed in correspondence or for the purposes of an investigation.

Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_\_

Full Name \_\_\_\_\_