



***SELF-HELP ACTION TAKEN**

What has been done to try to resolve this complaint? Please describe what you have done, who you have talked to and what they offered to do.

***PROPOSED SOLUTION OR ACTION**

What remedy are you requesting? How do you want the problem to be solved?

Declaration and Signature of complaint

I declare that the above information is true and correct to the best of my knowledge. I agree that the information I have given in this form may be used or disclosed by the body corporate to process and resolve this complaint.

***Signature**

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The complainant must deliver a copy of this completed and signed form to the body corporate and **must keep a copy and proof of delivery.**