

COMMUNITY: \_\_\_\_\_

CHALMERS VILLAGE PLANNED COMMUNITY ASSOCIATION

**COMPLAINT FORM**

**COMPLAINANT INFORMATION:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**COMPLAINT ISSUED AGAINST:**

**CHECK ONE:**

NAME: \_\_\_\_\_

\_\_\_\_\_ General Complaint

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Pet Policy Complaint

**INCIDENT INFORMATION:**

DATE OF OCCURRENCE: \_\_\_\_\_ TIME OF OCCURRENCE: \_\_\_\_\_

**WITNESSES (IF ANY):**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**SPECIFIC NATURE OF COMPLAINT:** \_\_\_\_\_

**CORRECTIVE ACTION TAKEN:**

DATE RECEIVED: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_

NOTICE SENT TO UNIT OWNER: \_\_\_\_\_ YES DATE: \_\_\_\_\_ BY: \_\_\_\_\_

\_\_\_\_\_ NO

The identity of the person making the complaint will be kept confidential when the first complaint is issued. However, if a second complaint is filed and a fine is issued, the Board of Directors reserves the right to contact you as a witness.

Mail to: \_\_\_\_\_