

# Complaints Form

<b>Name:</b>	
<b>Address:</b>	
<b>Phone number:</b>	

<b>What I am dissatisfied about (Please say what happened and when).</b>

<b>What I have already done to try and resolve the matter (Please tell us about phone calls, letters, visits etc).</b>

<b>What I would like done to resolve this complaint (Please tell us what you think would resolve the problem for you).</b>

Signature:

Date:

**Please attach extra pages and/or supporting documentation you wish to include and send to:  
 Chief Operating Officer, Summer Housing Ltd, Level 35, 477 Collins street, Melbourne VIC 3000  
 or email [admin@summerhousing.org.au](mailto:admin@summerhousing.org.au)**

*Summer Housing (SH) requires you to provide the information above so that we can respond to your complaint. SH will not disclose your personal information to anybody else unless we are required to do so by law – for example if the information is needed in an emergency or for law enforcement purposes. Providing us with the requested information is not required by law. However, if you choose not to provide us with the requested information SH will not be able to resolve your complaint. You may request access to your information at any time.*