

# Complaints Form



Name:	
Address:	
Phone number:	

**What I am dissatisfied about (Please say what happened and when).**


**What I have already done to try and sort this out (Please tell us about phone calls, letters, visits etc).**


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


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach extra pages and/or supporting documentation you wish to include and send to: Chief Operations Officer, Summer Housing Ltd, Level 18, 1 Nicholson Street, East Melbourne Vic 3002**

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.