

Housing Trust

Form: Complaint

Your Details		
First name		
Surname		
Address		
Phone number		
Email address		
Are you a Housing Trust Tenant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require an interpreter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please advise the language required		
Indicate if you do not wish your name to be used in the investigation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Property Subject to complaint (if different to above)	
Name of the Housing Trust tenant if known	
Address	

Select one or more which describes the nature of your complaint (if your complaint is related to anti social behaviour or noise and nuisance please use Complainant/Witness Incident report)		
<input type="checkbox"/> Pets	<input type="checkbox"/> Use of premises	<input type="checkbox"/> Conduct of staff
<input type="checkbox"/> Rent subsidy calculation	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Tenancy management
		<input type="checkbox"/> Other (describe)

Please provide the full details of your complaint; include as much detail as you can Attach any relevant documentation to support your complaint

Housing Trust

Have you tried to resolve this matter on your own? If yes, provide as much detail as you can
Have you previously contacted any other Housing Trust staff member regarding this issue? If yes, provide as much detail as you can
What outcome are you seeking? What would you like to see as the resolution?

We suggest keeping a copy of this completed form for your records

We will be mindful at all times of privacy and confidentiality issues related to sharing this information, however investigations are limited if we cannot use your name. If you don't wish to have your name used please indicate above.

By signing below you are also agreeing that we may need to access and use your personal information as provided in order to investigate the matter raised.

Signed		Dated	
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We will advise you in writing of the outcome of your complaint