CORT Community Housing Complaint Form

Date (form completed)

Name (of complainant)

Contact address & telephone

Date of event or behaviour in question

What is the complaint? (be specific & factual)

What do you suggest to resolve the matter?

Signature of person making complaint

CORT Community Housing Complaint Form

THIS SIDE OFFICE USE ONLY

Date complaint received	
Name of staff person receiving complaint	
Date passed to manager	

Action taken

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Date action taken:	
Date notice of action conveyed to complainant:	
Outcome review date:	
Signature of manager	
Date	