

Whale Cove Body Corporate Complaint Form

Submit form (including any relevant attachments) to office at
Whale Cove Apartments

NOTE: form must be signed to be valid

Section 1 - Complainant

Full Name:

Person making the complaint

Postal Address:

Suburb:

Lot Number:

Section 2 - Respondent Details

Full Name:

Person/s against whom the complaint is made

Postal Address:

Suburb:

Lot Number:

Whale Cove Apartments Office Use Only

Person who received complaint form:

Date Received:

Respondent Lot Number:

Property Type:

Owner Occupier, Holiday Let, Rental Property

Name of Property Manager:

Date Entered into Complaint Register:

Action Taken:

EXAMPLE: (a) spoke with offending party and addressed issue
(b) forwarded complaint to SSKB for Committee consideration
(c) maintenance issue reported

Other Comments:

Enter details of additional comments if required