

## **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 - Complaintant		
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:		

## **Section 3 - Complaint Details**

Body Corporate by-law.	respondent has contravened a provision of the following by-law and the circumstances of the contravention make it likely that the contravention will continue or be repeated:
	Insert Number & Text of the Body Corporate By-law
Body Corporate By-law:	I/we believe that the respondent has contravened the by-law in the following manner:
	Provide details of how the by-law is being contravened
Signature of Complainant/s:	I/we ask the body corporate give the respondent a contravention notice for the contravention of the by-law:  Signature:  Date:

## 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
	<ul><li>(b) forwarded complaint to SSKB for Committee consideration</li><li>(c) maintenance issue reported</li></ul>
Other Comments:	
	Enter details of additional comments if required