**STRATA INSPECTION PANEL COMPLAINT FORM**

*Please complete and return this form with relevant supporting documentation by email to* [*legal@mbansw.asn.au*](mailto:legal@mbansw.asn.au)*.*

**KNOWN PARTICULARS OF RESPONDENT**

*(Person to whom the complaint relates)*

Name: .......................................................................................................................................

Company Name: ………………………………………………………………………………………

Postal Address:...........................................................................................................................

Telephone: Business.....................................................

Mobile: ........................................................

Email: ................................................

**PARTICULARS OF COMPLAINANT**

*(Person making the complaint)*

Name:………………………………………………………………………………………….…………

Company Name: ………………………………………………………………………………………..

Postal Address:………………………………………………………………………………… ………

Telephone: Business ………………………………..

Mobile……………………………………

Email:……………………………………

I acknowledge that the matters raised on this form will be passed onto the Strata Inspection Panel Member/building inspector for a response.

Signature of Complainant: ………………………………………………………………….

Date: ……………………………………………………………………………………………

**DETAILS OF COMPLAINTS**

(Please provide details of the complaint or allegation. Attach additional sheet if necessary)

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**ATTEMPTS AT RESOLUTION**

Have your grievances been communicated to the Respondent: Yes  No 

Was there a response: Yes  No 

If Yes, state particulars of response:....................................................................................................................... ................................................................................................................................................................................ ……….………………............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... ................................................................................................................................................................................................................................................................................................................................................................ ............................................................................................................................................................................... ............................................................................................................................................................................... ...............................................................................................................................................................................

Is any legal action pending or been issued in respect of this matter with a court or tribunal: Yes ο No ο If Yes, state particulars: .................................................................................................................................................. .............................................................................................................................................................................. .............................................................................................................................................................................. .............................................................................................................................................................................. ..............................................................................................................................................................................

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Has advice been sought or a complaint been made to NSW Fair Trading: Yes ο No ο

If Yes, what was the advice or what is the current status of the complaint: ............................................................................................................................................................................... ................................................................................................................................................................................ ................................................................................................................................................................................ ................................................................................................................................................................................................................................................................................................................................................................ ……......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... ................................................................................................................................................................................................................................................................................................................................................................ ................................................................................................................................................................................................................................................................................................................................................................ ................................................................................................................................................................................

**DOCUMENTS**

Attach all relevant documents which will assist in considering your complaint.

Please provide details for all documents attached:

Name of Document: ………………………….……………………...………Date of Document:………....………….

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Name of Document: ………………………………….………………………Date of Document:……………..……….

*(Please attach a separate sheet if there are more documents)*

**OFFICE USE ONLY**

Date of Receipt ............................................

Date Submitted to Complaints Committee ....................................

Copy to Executive Director Yes ο No ο

Signature of Recipient ....................................

Date complaint finalised

Complaint Determined:...............................................................................................Committee Chairman