



Date Submitted: \_\_\_\_\_

TIME: \_\_\_\_\_

\*Your Name: \_\_\_\_\_

Phone No: (h) \_\_\_\_\_

\*Your Address: \_\_\_\_\_

Phone No: (w) \_\_\_\_\_

*\* YOUR PERSONAL INFORMATION IS CONFIDENTIAL AND KEPT FOR INTERNAL OFFICE USE ONLY, EXCEPT WHERE NECESSARY IN A COURT OF LAW.\** Without your contact information, we cannot clarify details of the complaint, and as such, it will not be investigated further. \*

Address/Location of complaint: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name (if known): \_\_\_\_\_

Tenant's Name (if known): \_\_\_\_\_

Legal Description: DL \_\_\_\_\_ Plan \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_  
(if known)

Details of Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complaint taken by: \_\_\_\_\_

Referred to: \_\_\_\_\_ / \_\_\_\_\_

Prepared by: \_\_\_\_\_