

Name of Complainant:
Address:

Date:

Phone Number:

E-Mail:

Identity of the complainant is kept confidential. Identifying information used only for record keeping purposes by the property manager.

The Complaint/Issue (use more pages if necessary)

What Resolution is Sought:

Address/Location of Property of Concern:

Signature of Complainant:

Property Manager Use

Date Received:

Action Taken and Resolution:

Complainants are encouraged to discuss their concern directly with the owner of the property of which there is a violation or concern first. Once a complaint is received, it will be investigated and confirmed by the Property Manager. Action taken will be determined by the Property Manager and/or the Cornwallis Hills POA Board.

****The Violation Complaint/Inquiry Record must be completed in it's entirety.****