



Have you tried to resolve this matter on your own?

If yes, please provide details of any phone conversation, letters/emails, visits or meetings you have had to try and resolve this matter yourself

Have you previously contacted your Tenancy Relations Officer or the managing branch office regarding your complaint?

Please inform us of any phone conversations, letters/emails, visits or meeting you have had to try and resolve this matter previously

What outcome are you seeking?

Please explain what you think would resolve the problem for you.

Please make sure you keep a copy of the completed form, and any letters or documents relating to the matter.

Signed		Dated	
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Privacy Notification and Consent:

Compass Housing Services collects your personal information in accordance with our Privacy Policy, which is available upon request.

We collect your personal information in order to administrate your tenancy. We may share your personal information with contractors or any such organizations as may be necessary to carry out this function. Failure to provide this information may affect Compass Housing Services ability to properly administrate your tenancy.

You may access, change or update personal information we hold about you, subject to the *Privacy Act 1988* (Cth), by contacting Compass Housing Services.

Having read and understood the above information, I consent to my personal information being used as indicated above

Signed		Dated	
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Compass Authorised Form		CS_COMPLAINTS_FORMS_ Complaints Form			
Created Date:	November 2014	Version:	V14.11	Next Review Date	November 2016