

Complaints Form

Your name:	
Address:	
Phone number:	
Email address:	
When did you first become aware of the issue?	<i>Approximate date:</i>
Have you reported the issue to us before?	<i>Yes: No:</i>
If yes, can you tell us when and how?	<i>Approximate date:</i> <i>Reported via:</i>
We will log this concern as a stage 1 complaint. What would be the desired outcome from your complaint?	
If you want a representative to be the contact person, please give their name and contact details. We still need you to sign and date on the back, so that we know you give us consent to contact the representative.	<i>Name of representative:</i> <i>Contact details for representative:</i>

Please provide additional details of your complaint on the back
Don't forget to sign the complaints form.

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Please provide as many details as you can about your complaint.

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Signature:

Date:

You can give this form to any member of staff, or send it for the attention of the **Complaints Officer, to Hull Churches Housing Association, Studio 701, 17 Princess Street,**

Signature:

Date:

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