

COMPLAINT FORM

AGENCY DETAILS	Agency: SPHERE MANAGEMENT Address 154 MUSGRAVE AVENUE SOUTHPRORT Contact: 07 55323144 Email: propertymanagement@spheregoldcoast.com.au			
COMPLAINANT (Person Lodging Complaint)	Name			
ADDRESS				
	Suburb	State	Postcode	
CONTACT DETAILS	Home Phone	Work Phone	Mobile	
	Email Address		Fax	
PREFERRED CONTACT METHOD				
DESCRIPTION OF PROBLEM ENCOUNTERED	Date of Occurrence	Location if Applicable		
REMEDY REQUESTED	<input type="checkbox"/> NO			
	<input type="checkbox"/> YES -			
COMPLAINANT SIGNATURE				
ATTACHMENTS List documents supporting Complaint				
OFFICE USE ONLY	Date Received	Time Received	Method Received Post / Email / Fax / In Person	Name of Recipient
	Complaint Response Form attached for completion. <input type="checkbox"/> YES <input type="checkbox"/> NO		Date Handed to Licensee / Complaint Manager	If Complaint Manager - Name
	Comments			