

PROPERTY DISREPAIR COMPLAINT FORM



Date :

Names of all tenants:.....

Contact number/details:

Address:

When did you start your tenancy: Do you have any rent arrears:.....

Have you had a s21 Notice served:..... If yes when does it expire:.....

Have you made an application to join the housing register:.....

If yes what is your reference number:.....

Is this property:

Housing Association Private Rented House in Multiple Occupation
House Bungalow Maisonette Flat If flat what floor are you on

How many bedrooms do you have

Owners details

Managing Agents details (if any)

Name:

Address:

Address:

Postcode:

Telephone:

PLEASE NOTE – IF YOU DO NOT PROVIDE A FULL NAME AND ADDRESS FOR EITHER THE OWNER OR THE MANAGING AGENT WE CANNOT PROCESS YOUR COMPLAINT

Have you reported the repairs to your landlord or managing agent: Yes No

If yes - when did you report it and what response did you get from your landlord or managing agent:

If no - why not?

PLEASE PROVIDE DETAILS OF YOUR COMPLAINT ON THE NEXT PAGE

Once this form has been completed and handed to the Housing Standards Officer we will write to your Landlord, giving them 14 days to respond. After 14 days we will contact you to see if you are happy with your Landlords response. If you are not happy we can arrange a home visit to assess the possibility of taking further action if necessary.

Brief description of complaint:

**Completed Forms to be returned to;
Private Sector Housing Team
Housing & Community Services
Borough Of Poole
Civic Centre
BH15 2RU**