

## Informal Complaint Log

<b>Name</b>	
<b>Address</b>	
<b>Tel No</b>	
<b>Date Complaint Made</b>	
<b>How was it made</b>	<b>Letter / Visit / Phone</b>

<b>Relevant Dates</b>	<b>Details of Complaint</b>

<b>Relevant Date</b>	<b>Action Taken</b>

<b>Outcome</b>	<b>Resolved / Moved to stage one (Formal Complaint)</b>
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Staff Signature..... Date

Staff Name.....

\* Copy to be placed on Tenants File and copy to be passed to Housing Manager.