

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN
EILEIN SGITHEANAICH LTD
LOCHALSH AND SKYE HOUSING ASSOCIATION

COMPLAINT FORM

If you wish to make a complaint please complete and return this form to the address detailed overleaf. If you have any queries about filling in this form or need it in a different format or language, please contact us:

Phone 01478 612035 or e-mail info@LSHA.co.uk

Please use BLOCK CAPITALS and remember to sign the form at the end.

1. This section must be completed by the person making the complaint

From (your name and address)

Name

Address

Postcode

Home telephone number

Daytime telephone number(s)

Email

How would you like us to contact you? Home tel Daytime tel Letter Email

If you are complaining on behalf of someone else, you must complete Section 2, if not, go to Section 3

2. Complaining on behalf of someone else

ONLY complete this section if you are making the complaint of behalf of someone else

I am making this complaint on behalf of

Name

Address

Postcode

Home telephone number

Daytime telephone number(s)

Email

What is your relationship to the person on whose behalf you are complaining?

Please tell us why that person is not making the complaint him/herself?

The person must support your action in making the complaint and should sign here to confirm that they do

Signature

Date

(or please explain why the person is not able to sign)

3. What are you complaining about? Describe what has gone wrong and how you have suffered as a result. (Please continue on a separate sheet of paper if necessary.)

4. What, in your view, would help resolve the problem(s)?

5. Information to support your complaint

We need to see all the evidence you have about your complaint – in particular any letters involved. Any originals will be copied and returned to you.

Signature

Date

Fax to: 01478 613377 or post to:

**Lochalsh and Skye Housing Association
Morrison House
Bayfield
Portree
Isle of Skye
IV51 9EW**

Telephone:
01478 612035

Fax:
01478 613377

e-mail:
info@LSHA.co.uk www.LSHA.co.uk

Website: