

TARLEYS TRUST

MANAGEMENT SERVICES

BODY CORPORATE COMPLAINT FORM

Name of complainant: Date:
Owner Tenant Agent

Address of Property:

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Contact Number of Complainant: (w) (c)

Contact Number of Owner: (w)..... (c)

Detailed description of problem:

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Access information:

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1. I hereby agree that should the problem reported above not be for the account of the Body Corporate that any costs incurred to repair or diagnose the problem above shall be for the unit owner's account.
2. Should the repairs be for the owners account in terms of clause 1 above, The Managing Agents shall inform the complainant of any costs over R1,000.00 prior to the costs being incurred. Any repairs lower than R1,000.00 shall be accepted on behalf of the owner.
3. Should the complainant not be the owner of the unit, I hereby declare that I am duly authorised to:
 - (a) report the problem detailed above; and
 - (b) incur the expenses as per clause 1 above.And that the owner of the unit has been made aware of the problem being reported.
4. I hereby acknowledge that this report forms the total of my complaint and agree that I shall have no claim against the Body Corporate or Managing Agents for any associated damage or repairs not listed above.
 - 4.1 I further agree that this form, once submitted, shall not be altered or amended in any way without the consent of the Managing Agents.
5. Should the Body Corporate or Managing Agent not be authorised by the complainant to effect the repairs of the problem detailed above, the Managing Agents may charge an Administration Fee to the owner of R456.00 for the processing and investigation into the matter, which cost may be added to the levy statement of the owner concerned.
6. I hereby declare that the information given above is true and correct.

I have read, understand and agree to the terms above.

Signed: Print Name:

FOR OFFICE USE ONLY

Inspected by: Date:

Report:

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