



## MEMBER REQUEST/COMPLAINT FORM

Please email this form to [hello@kenrockcountryestate.co.za](mailto:hello@kenrockcountryestate.co.za) for matters that requires HOA assistance or intervention.

Members Name:	
Street Address:	
Telephone:	
Member type: <i>(please tick)</i>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other <i>(specify)</i>
Nature of request/complaint: <i>(Please tick)</i>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Common Property</div> <div style="width: 33%;"><input type="checkbox"/> Private Property</div> <div style="width: 33%;"><input type="checkbox"/> Nuisance</div> <div style="width: 33%;"><input type="checkbox"/> Improvement</div> <div style="width: 33%;"><input type="checkbox"/> Maintenance</div> <div style="width: 33%;"><input type="checkbox"/> Vegetation</div> <div style="width: 33%;"><input type="checkbox"/> Risk</div> <div style="width: 33%;"><input type="checkbox"/> Building Compliance</div> </div>
Against whom is the request/complaint: <i>(Please include address, if relevant)</i>	
Description: <i>(Please attach supporting material)</i>	
Has the request/complaint been raised with the resident involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Requester/Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

### ASSESSMENT BY ESTATE MANAGER/BOARD OF TRUSTEES

Date:	Action:	Description

Signature of Estate Manager/Trustee: \_\_\_\_\_ Date: \_\_\_\_\_