

RESIDENTS COMPLAINT FORM

NOTE: THE MANAGEMENT SHALL ONLY BE RESPONSIBLE FOR THE PROVISION OF MAINTENANCE AND MANAGEMENT FOR THE COMMON AREA AND FACILITIES. ANY DEFECTS ENCOUNTERED IN YOUR INTERNAL UNIT SHALL BE REPAIRED AND MADE GOOD BY THE OWNERS.

PART 1: OWNER/TENANT PARTICULARS

Unit No.			
Owner Name		Date	
Tenant Name		Contact No.	

Type of Complaint:

☐ Electrical System	☐ Water	☐ Leakage
☐ Plumbing System	☐ Common Area	☐ Lift/Escalator
☐ Security	☐ Car Park	☐ Access Card System
☐ Cleaning	☐ Others (please specify) :	

Location	
Description	
Signature	

PART 2: FOR OFFICE USE

Attended By		Inspection Date	
Appointment		Completion Date	
Form 28			
Remarks			

PART 3: ACCEPTANCE BY COMPLAINEE

Name		Date	
Remarks			