



96 Prince Charles Drive; Toms River, NJ 08757

Phone: 732-244-8686

Fax: 732-244-1447

Email address: admin@holidayheights.com

**GENERAL COMPLAINT**

**Date:** \_\_\_\_\_

**Complainant Information***(your name & info)*

**Complaint Against***(their information)*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Contacted on: \_\_\_\_\_

Signature: \_\_\_\_\_ *(Unsigned complaints will not be acted upon)*

*The Board of Directors is open to all suggestions, comments or complaints. All forms will be acted upon as soon as possible and you will be contacted by telephone to acknowledge its receipt. No further information on the resolution of the complaint will be provided to you.*

**All information will be treated confidentially**

**Complaint or Suggestion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use back of form if required for additional information)*

**Office Use Only: Code Committee Reply**

**Date Received:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signed by:** \_\_\_\_\_

**Reply Date:** \_\_\_\_\_

**Action taken by the Board:** \_\_\_\_\_

\_\_\_\_\_

**Follow Up Action:** \_\_\_\_\_

\_\_\_\_\_

**Signed by:** \_\_\_\_\_

**Reply Date:** \_\_\_\_\_