

Pinewood Acres LLC, 1 Pinewood Acres Avenue, Dover, DE 19901

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**COMPLAINT FORM**

Information of Person Making Complaint

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Circle One) Owner Resident Guest

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date complaint is written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time complaint is written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information about Complaint

Name of person being complained about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of person being complained about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date complaint happened \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time complaint happened \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of complaint

Complaints relative to any Resident and family in Pinewood Acres will be discussed privately with the particular Resident or family involved.

Any resident who has a complaint about another Resident violating the Rules and Regulations must make his or her complaint in writing to Management and must be signed by the complaining party. If the complaint is unsigned, it will not be pursued by Pinewood Acres.