

Reply to complaint notice against commonhold association

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

FORM 18 2004
To be completed by the commonhold association and sent to the complainant

Name of commonhold

Name of complainant

Address of complainant

Name and address of commonhold association

<small>NAME</small>	<small>ADDRESS</small>
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Registered company number

The commonhold association acknowledges receipt of your complaint notice dated / / DD/MM/YY

- The commonhold association (tick as appropriate)
- requires further information before it is able to reach a conclusion on the matter
 - accepts the validity of your complaint
 - disputes your complaint

Further details (such as information required, action to be taken or reasons for disputing the complaint)

Is the association willing to try to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings?

Yes
 No

Signed (on behalf of the commonhold association) Date

Name (please print)