

# Request for action

**FORM 21**

2004

Before giving this notice the complainant must consider whether the problem might be resolved by direct negotiation or by the use of arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the complainant and sent to the commonhold association

Name of commonhold

Name and address of commonhold association

NAME	ADDRESS
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Name of complainant

Address of complainant

I am the (tick and complete as appropriate)

unit-holder of unit number

tenant

Name of alleged defaulter

Address of alleged defaulter

Details of complaint (use additional sheet if necessary)

I request that the commonhold association take action against the alleged defaulter.

I have (tick as appropriate)

considered trying 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, but I do not consider these methods to be appropriate

tried 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, but without success

Signed  Date

Name (please print)