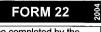
Reply to request for action

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



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	NAME: ADDRESS
Registered company number	
The commonhold	
association acknowledges receipt of your request for action dated	/ / DD/MM/YY
The commonhold association (tick as appropriate)	requires further information before it is able to reach a conclusion on this matter
	accepts the validity of your complaint and will serve a default notice on the alleged defaulter
	will not serve a default notice on the alleged defaulter but allows you to enforce the right or duty against the alleged defaulter directly
	will not serve a complaints notice on the alleged defaulter and refuses you the right to take further action in relation to this matter
Further details (such as information required, action to be taken or reasons for not becoming involved in the dispute or reasons for not allowing the complaint to be taken any	
further)	
Is the association willing to to by direct negotiation or by us conciliation, or any other for procedure involving a third p proceedings?	sing arbitration, mediation,
Signed (on behalf of the commonhold association)	Date
Name (please print)	