

Reply to request for action

FORM 22 2004
To be completed by the
commonhold association
and sent to the complainant

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

Name of commonhold

Name of complainant

Address of complainant

Name and address of commonhold association

NAME	ADDRESS
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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 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)