

## Reply to complaint notice against unit-holder or tenant

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

**FORM 24**

2004

To be completed by alleged defaulter and sent to the complainant

Name of commonhold

Name of complainant

Address of complainant

Name of alleged defaulter

Address of alleged defaulter

I am the  
(tick and complete as appropriate)

☐ unit-holder

of unit number

☐ tenant

I acknowledge receipt  
of your complaint notice  
dated

DD/MM/YY

I (tick as appropriate)

☐ require further information before I am able to reach a conclusion on the matter

☐ accept the validity of your complaint

☐ dispute your complaint

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

Are you 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

Date

Name (please print)