**Member Complaint Form**

**When there are problems or disagreements, members need to take the initiative to resolve them before expecting the co-op to get involved. For a complaint to be considered by the co-op, the behaviour being complained about must violate the Rules, occupancy agreement, or policies of the co-op.**

Please consult the co-op’s Rules, occupancy agreement, and policies before you fill out this complaint form.

1. I have a complaint about another member/unit/committee/board

My complaint is:

1. The complaint I have demonstrates a violation of Rule , section of the occupancy agreement, or the policy.

I believe that the behaviour I am complaining about breaks the above because:

1. I have tried to resolve this problem myself by: (e.g. speaking in person, communicating by writing, etc.)
2. Please describe what your expectation/needs are in resolving this complaint.

**Before your complaint will be considered by the co-op you must fill in each of the sections above.**

**Finally, you must sign this form.**

I understand that the information in this Complaint Form is being collected for the purpose of an investigation and possible action by the co-op. I consent to this collection and use. I also understand that this information may be shared with the person/people involved in the complaint, the Membership Committee, members of the co-op, and the Board of Directors.

I am willing €/not willing € to participate in mediation if the Membership Committee or The Board of Directors feels this is appropriate.

Signature Date Unit Number .