



Name		
Name of advocate/person filling out this form (if applicable)		
Address		Postcode
Phone number(s)		
Email		

Nature of the Concern: Please tell us what is happening/has happened, when and where and who is/was involved. Provide as much information as possible and enclose copies of any relevant documents. Use a separate sheet of paper if necessary.

<input type="checkbox"/> Compliment <input type="checkbox"/> Complaint <input type="checkbox"/> Appeal <input type="checkbox"/> Request <input type="checkbox"/> Feedback/Suggestion <input type="checkbox"/> Support Needed <input type="checkbox"/> Other	Date of Incident - ____ / ____ / ____ Time of Incident - ____ : ____ <div style="text-align: right;">AM PM</div>
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Have you raised this issue with us before? Yes No

What would you like to see happen as a result of you raising this issue with us?

Signature: **Date:** / /

Common Ground Queensland appreciates your feedback. All feedback is viewed as important and will be considered as potential input to the continuous improvement of Common Ground Queensland's policies and procedures.

OFFICE USE: Logged in *Tenant Formal Communication and Incidents Register*
 Form filed in Console

This receipt is to confirm Common Ground Qld have received your Tenant Issues Form. Thank you for providing the information. Common Ground Qld or Micah Projects will contact you regarding your form in due course.

Date Received: _____ **Agency to Respond:** Common Ground Qld Micah Projects