

**SQUIRE VALLEY HOMEOWNERS ASSOCIATION**

c/o Towne Properties Asset Management Co.

500 Thomas More Parkway

Crestview Hills, KY 41017-2175

**REGISTER OF COMPLAINT FORM**

**WHEN DO YOU FILE A REGISTER OF COMPLAINT FORM?**

This form should be submitted if you have a complaint against another resident and you are unable to resolve the issue among yourselves.

**WHAT IS THE OBJECT OF THE FORM?**

The object of the complaint form is to notify the Management Company that another homeowner is in violation of the governing policies and procedures and to indicate the necessity of management's involvement in resolving such issue.

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NAME OF COMPLAINANT: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF OWNER IN VIOLATION: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ DATE OF VIOLATION (IF APPLICABLE): \_\_\_\_\_

DETAILED EXPLANATION OF COMPLAINT: \_\_\_\_\_

\_\_\_\_\_

STEPS TAKEN TOWARD A SOLUTION: \_\_\_\_\_

\_\_\_\_\_

YOUR SUGGESTED SOULUTION: \_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL TO: TOWNE PROPERTIES  
ATTN: Debbie Zai  
500 THOMAS MORE PARKWAY  
CRESTVIEW HILLS, KY 41011

FOR OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

SERVICE REQUEST NUMBER: \_\_\_\_\_