



Comments and Complaints Form

HHP welcomes comments, compliments and complaints and sees them as an opportunity to make our services better.

We are sorry if you are not happy with a particular aspect of our service and we assure you that your complaint will be treated seriously and in confidence. Please complete this form giving details of your comment, compliment or complaint. Please complete in **black ink**.

Title (Mr/Mrs/Miss/Ms) Full Name Address & Postcode		
Contact Telephone Numbers	Home	Work
	Mobile	
Other Contact Details	E-mail	Fax

Do you wish to: (please tick relevant box)

Comment Complaint Compliment

Please give details below i.e. who, when, why:

[illegible]

If you are making a complaint please also complete page two of this form.

Please see overleaf

Please try to give us as much information as possible and please ensure you sign this form

Have you spoken to anyone at HHP about this?

If yes, please tell us who

When did you contact them?

What are you looking for to resolve your complaint?

Could you suggest how this might be avoided in future?

Declaration - Please sign and date this form

Signature

Date

Please return this form to: **Director of Operations**
Hebridean Housing Partnership
Creed Court, Gleann Seileach Business Park
Willowglen Road, STORNOWAY
Isle of Lewis
HS1 2QP
Tel: 0300 123 0773