



LAND SETTLEMENT AGENCY
CLIENT COMPLAINT FORM

Form 1C-17

Date: \_\_\_\_\_ Phone in [ ] Walk In [ ] Letter [ ] Email [ ]

First Parties' Information

A. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Sex: Male [ ] Female [ ]

Alias (A) \_\_\_\_\_ ID# \_\_\_\_\_

B. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Sex: Male [ ] Female [ ]

Alias (B) \_\_\_\_\_ ID# \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone #(home) \_\_\_\_\_ (cell phone) \_\_\_\_\_ (work) \_\_\_\_\_ email: \_\_\_\_\_

First party: [ ] COC [ ] VRL [ ] PEU [ ] Relocatee [ ] Non COC [ ] LFLP [ ] License to Occupy [ ] Site Profiled

Other: \_\_\_\_\_

File Number & Area: \_\_\_\_\_

Address of structure/land of the second party that is the subject of this complaint:
\_\_\_\_\_
\_\_\_\_\_

Complaint: (state the name (s) of the second party (ies), nature of the complaint and circumstances surrounding the complaint)

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Signature of First Parties: A \_\_\_\_\_ B \_\_\_\_\_

Date \_\_\_\_\_

Name of attending Officer: \_\_\_\_\_ Designation of Officer: \_\_\_\_\_
Capital / Bold Letters

Officer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Second Party: [ ] COC [ ] VRL [ ] PEU [ ] Relocatee [ ] NON- COC [ ] LFLP [ ] License to Occupy [ ] Site Profiled

Other: \_\_\_\_\_

File No. & Area \_\_\_\_\_

Officer's Remarks (include forwarding information):
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action to be taken ( to be completed by management):
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

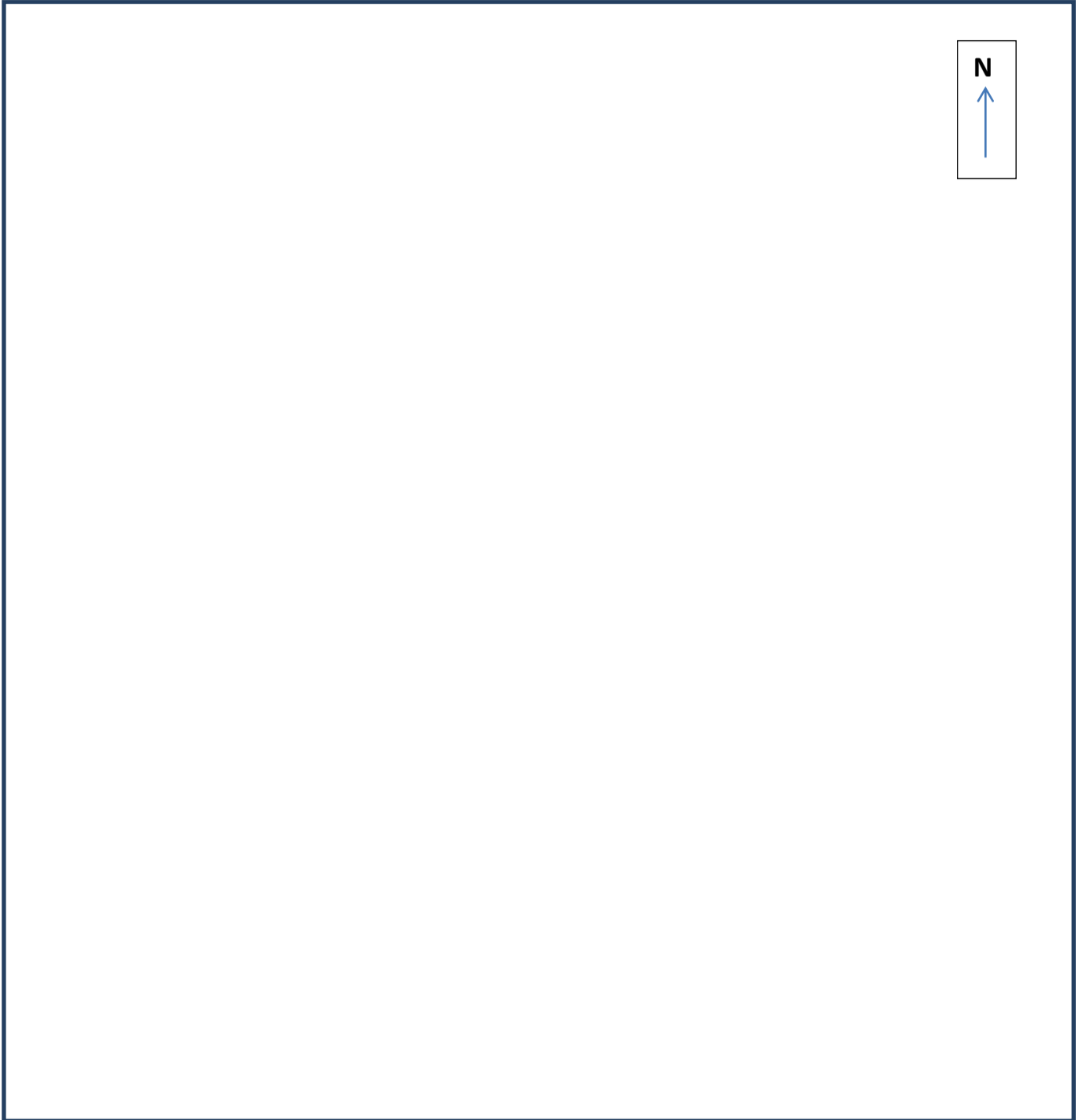
LOCATION OF STRUCTURE

Choose any ONE (1) or both of the TWO (2) options to assist the officer in locating your home/ structure

Or the nature of your complaint

Please include land marks- light poles, street names, popular business places, churches, easily recognisable buildings,  
in whichever option you may choose.

1. Sketch the location of the structure



2. Write out exact directions to get to where the nature of the complaint is located (or to your home/ structure if applicable).  
Use familiar land marks and include directions for turning left or right as necessary.

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