

THE GREENWAY HOMEOWNERS ASSOCIATION, INC.

HOMEOWNER COMPLAINT FORM

Date Submitted: _____

HOMEOWNER INFORMATION

Homeowner Name: _____

Property Address: _____

Phone Number: _____

Email Address: _____

PROPERTY OR LOCATION OF COMPLAINT

Address of Property Involved, if known:

Location of Common Area, if applicable:

DESCRIPTION OF COMPLAINT

Please describe the issue or concern in as much detail as possible. Include dates, times, location, and any other information that may help the Association understand the situation.

DATE AND FREQUENCY

When did you first observe or become aware of this issue?

Is the issue ongoing?

☐ Yes

☐ No

How often does the issue occur?

☐ Daily

☐ Several times per week

☐ Weekly

☐ Monthly

☐ Occasionally

☐ Other: _____

Most recent date observed: _____

Approximate time(s) of occurrence: _____

SUPPORTING DOCUMENTATION

Please attach any photographs, videos, or other documentation that may help explain the complaint.

☐ Photographs attached

☐ Video attached

☐ Other documentation attached

☐ No documentation attached

Number of attachments: _____

Additional information about attachments:

WHAT ACTION ARE YOU REQUESTING?

Please describe what you would like the Association to do regarding this complaint or concern.

HOMEOWNER CERTIFICATION

I am submitting this complaint in good faith and believe that the information provided is accurate to the best of my knowledge. I understand that the Association may need to investigate the matter and may contact me for additional information.

I understand that submitting this form does not guarantee that the Association will determine that a violation has occurred or that the Association will take a particular action.

Homeowner Signature: _____

Date: _____

SUBMIT COMPLETED FORM TO:

**The Greenway Homeowners Association, Inc.
c/o Bradley Properties**

Email: info@teambradleyproperties.com

Please retain a copy of this form and any supporting documentation for your records.