

**Fairfield @ the University Homeowners Assoc.
Compliance Complaint Form**

(Complainant's Name)

Date

(Complainant's Email Address)

Phone Number

(Complainant's Address)

(Above information will remain confidential and used solely for follow-up notification purposes)

(Address of Problem Area and Name, if known)

Describe the Complaint(s):

SUPPORTING DOCUMENTATION (i.e., PICTURES, ETC. ATTACHED):

☐ YES

☐ NO

You may also print and mail this form to: Hawthorne Management Company, attn: Barrie Cameron, PO Box 11906, Charlotte, NC 28220

Office Use Only:

Date Complaint Received

Date of Initial Investigation

Investigator's Name

Action Taken/Date

Date Complainant Notified of Action

Resolved: ☐ YES

Follow up investigation needed by (date):

☐ NO