



COMPLAINTS, HARASSMENT & NUISANCE LOGBOOK

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|---|--|
| Date of Initial Complaint: | |
| Description of Initial Complaint: | |
| Complaint made to (Your Housing Officer): | |

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|-------------------|--|----------------|--|
| Your Name: | | Tenant Number: | |
| Your Address: | | | |
| Telephone Number: | | Email: | |
| Signature: | | Date: | |

If the nuisance continues after your initial complaint, you will need to keep a record of incidents.

If possible, you should fill in the logbook immediately after each incident. When you have recorded several incidents or when the logbook is full, you should return the form to your Housing Officer who will contact you to inform you of the best course of action.

You can obtain more copies of this logbook from your Housing Officer or from our website: www.newha.co.uk

Remember that this may be the most important piece of written evidence. Please complete it diligently.

Example of how to complete the Logbook:

| Date of Incident: | Start Time: | End Time: | Location of Harassment or Nuisance: | Description of Harassment or Nuisance: | How did the Harassment or Nuisance affect you? | Action taken: | Name & Address of Witnesses: |
|-------------------|-------------|-----------|-------------------------------------|--|--|----------------------------|------------------------------|
| 25 June 2018 | 10pm | 11.30pm | Flat 22 - above me | Playing music very loud | Unable to watch TV. Children could not sleep. | Asked them to turn it down | Mr Tan, Neighbour Flat 26 |

