



Everyone needs a home

Administrative Office
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Homes First Society Community Complaint and Appeals Form
(Please also see "HFS Community Complaints and Appeals Policy and Procedures")

Form 1:

Form with fields for Name, Location, Unit #, Staff Name, Date, Police, fireman, etc. I.D. #, COMPLAINT INFORMATION, Date of incident, Time of incident, Witness/s of incident, Individuals involved, Please describe the incident in detail, Complainant Signature, Homes First Society Staff Signature.

Written Complaint to Supervisor/Designate

Form 2

Complainant Name:	Date of incident:	Date complaint filed:
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Please describe incident in detail:

Homes First staff to transcribe complaint if necessary or requested.

**Supervisor/Designate Response to Complainant
FORM 3**

Name of Complainant:	Date:
<u>Supervisor/Designate Response:</u>	
<u>Supervisor/Designate's Decision:</u>	
<u>Supervisor/Designate's Signature:</u>	