



## **COMPLAINTS AND COMPLIMENTS REPORTING FORM**

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### **Who is this for?**

Tenants and/or their personal representatives who wish to make a formal complaint or provide a compliment in relation to a service delivery experience received from Encircle Housing.

Please complete and forward the form below by email to: [contactus@encircleha.co.uk](mailto:contactus@encircleha.co.uk)

[Or please contact to us at:](#)

[Encircle Housing](#)  
[2 High Street House](#)  
[High Street](#)  
[Yeadon](#)  
[Leeds LS19 7PP](#)  
[Telephone: 0330 390 0517](#)

We will acknowledge your complaint within 3 working days of receipt,

Thank you



Name:	
Address:	
Email:	
Telephone Number:	
Description of Complaint / Compliment* (* please delete as appropriate)	
Please include your name on any additional sheets submitted.	
Remedy Sought:	