|  |  |  |
| --- | --- | --- |
| Property Factor name and address Click here to enter text. |  | Your name and address Click here to enter text. |
| Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. |  | Click here to enter text. |
| Click here to enter text. |  | Click here to enter text. |

**The Property Factors (Scotland) Act 2011 -Section 17(1)**

**Application to First-tier Tribunal for Scotland (Housing and Property Chamber) under the 2012 Code of Conduct, in relation to complaints arising from an alleged act or omission of a property factor before 16 August 2021**

I believe you have failed to comply with the2012 Code of Conduct for Property Factors since the date you became a registered property factor.

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| The sections of the 2012 Code which I believe you have not complied with are (tick all that apply and provide more details): |
| [ ]  1. Written Statement of Services  | Click here to specify subsection(s). |
| [ ]  2. Communications and Consultation  | Click here to specify subsection(s). |
| [ ]  3. Financial Obligations  | Click here to specify subsection(s). |
| [ ]  4. Debt Recovery  | Click here to specify subsection(s). |
| [ ]  5. Insurance  | Click here to specify subsection(s). |
| [ ]  6. Carrying out repairs and maintenance  | Click here to specify subsection(s). |
| [ ]  7. Complaints resolution  | Click here to specify subsection(s). |

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| The reasons for believing this are:Click here to enter text. |

Please acknowledge receipt of this letter and I await your response in resolving my complaints.

|  |  |
| --- | --- |
| Signature | Date |

 Yours sincerely,