

# Property Services Regulatory Authority

PSRA/COM1-12A

## Complaint Form

This form may be used to make a complaint about a licensed Property Services Provider  
(Auctioneer/Estate Agent/Letting Agent or Management Agent).

Any information supplied by a complainant, either in making or supporting a complaint, may be supplied to the Property Services Provider who is the subject of the complaint.

### PART A - Complainant Details

A1	Title:	<input type="text"/>	(Mr, Ms, etc.)
A2	First Name:	<input type="text"/>	
	Surname:	<input type="text"/>	
A3	Address:	<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
A5	Telephone No.	<input type="text"/>	<input type="text"/>
A6	Mobile phone No.	<input type="text"/>	
A7	E-mail Address:	<input type="text"/>	

### PART B - Property Services Provider (PSP) Details

B1	Title:	<input type="text"/>	(Mr, Ms, etc.)
B2	First Name:	<input type="text"/>	
	Surname:	<input type="text"/>	
B3	Business Name:	<input type="text"/>	
B4	PSP'S Address:	<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
B5	Telephone No.	<input type="text"/>	<input type="text"/>
B6	Mobile phone No.	<input type="text"/>	
B7	Fax No.	<input type="text"/>	
B8	E-mail Address:	<input type="text"/>	
B9	Website	<input type="text"/>	

### PART C - Legal Proceedings

C1	Is there, or has there been, legal proceedings with regard to the issues raised in this complaint?
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If "Yes" give details including any Court Case Reference Numbers
	<input type="text"/>



## PART E - Supporting Documentation

E1

If you are attaching any supporting documents, please list them below. Supporting documents could be letters, emails, brochures or advertisements. Please do not supply original documents at this stage.


## PART F - DECLARATION (Must be completed by the Complainant)

I declare that the information given in this complaint is true and complete in every respect.

Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTE

For information on the complaints investigation process please see  
Parts 7 and 8 of the Property Services (Regulation) Act 2011.

Completed complaint forms should be sent to:-  
Property Services Regulatory Authority, Abbey Buildings, Abbey Road, Navan, Co. Meath