**BRIGHTSIDE TENANT COMPLAINT LETTER**

Name: Building: Suite No: \_\_\_\_\_\_\_\_\_\_

Phone No: E-mail:

Date of incident: Time(s) of incident:

Unit subject of your complaint:

Details of Complaint:

If this complaint leads to a hearing with the Residential Tenancy Branch, do you authorize Brightside to use the details of this complaint as evidence? The details of the complaint will be sent as evidence to both the Residential Tenancy Branch and to the Tenant about whom the complaint letter is regarding.

YES NO

If this complaint leads to a hearing with the Residential Tenancy Branch, do you authorise Brightside to

release your name and/or unit number as evidence? The information will be sent as evidence to both the

Residential Tenancy Branch and to the Tenant about whom the complaint letter is regarding.

 YES NO

\* Please note that contact information is not released under any circumstances, but the failure to authorize the release of this complaint letter, will result in Brightside unable to take any action\* If you have not authorized the release of this letter or other information, please state the reason(s) why:

 Tenant’s Signature Date