

**DARLINGTON RIDGE CONDOMINIUM ASSOCIATION**  
**1225 Mulberry Drive**  
**Mahwah, New Jersey 07430**  
**(201)327-3665 phone**  
**(201)327-4478 -fax**

**COMPLAINT FORM**

This Complaint is the first step in the process of trying to resolve a dispute between you as an individual unit owner and/or tenant of unit owner and the Association, "Darlington Ridge Condominium Association." When this form has been completed, it should be mailed or delivered to the Property Manager at the above address. The Association will be given an opportunity to reconsider the policy being complained of or to request a hearing pursuant to the Alternate Dispute Resolution Provisions of the Condominium and consistent with the Statutes of the State of New Jersey. You may also make a request for direct mediation pursuant to the attached Alternative Dispute Resolution. The cost of mediation would be shared between yourself and the Association. When you transmit this form to the Property Manager, please provide a day, time, telephone number where you may be reached. Your contact information will be kept confidential.

*The Person Making the Complaint:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*The Person or Entity to Whom the Complaint is Directed:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*The Nature of the Complaint:*

*Description:* (Briefly describe the problem and your contentions as to why the policy decision made by the Association directly affecting you is being disputed. If you need more space, attach a separate sheet)

State date(s) of Complaint of Activity:

In the event you are asserting a violation of a particular rule, resolution or covenant, please identify by Resolution No., Section of By-Law or Section of Master Deed, the rule which you allege has been violated and attach a copy hereto.

Please indicate whether you intend to make a formal request for a mediation in lieu of Alternative Dispute Resolution Mediation.

Yes

No

If you checked "YES" a request for mediation form and instructions will be forwarded to you by the Property Manager as to the formal mediation process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date