

Compliments and Comments recording form

You can always contact us directly by telephone on: **0151 227 3716**, by fax on: **0151 227 4991**, or by email at: **getinvolved@cosmopolitanhousing.co.uk** However, for your convenience we've set up this form so that you can report complaints directly to us.

Please remember to fill out all the required fields making sure you allow us some way to contact you back either by telephone, email or letter. Check your contact details are correct as we will not be able to respond to you if they are wrong.

Your name:	
Your address:	
.....	
.....	
.....	
.....	
Your contact number:	
Your e-mail address:.....	
Is this a comment or compliment?	
Comment	<input type="checkbox"/>
Compliment	<input type="checkbox"/>
Service you are giving feedback on:	
.....	
continued overleaf	

Details of your feedback:

.....

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Alternatively you can always write to us at:

Cosmopolitan Housing Association

Cosmopolitan House, 2 Marybone, Liverpool L3 2BY

Treating everyone fairly

By answering the following questions, you will help us to make sure we give a good and fair service to all the people in our communities.

This information is strictly confidential and will be used for monitoring purposes only.

If you do not answer the questions below, it will not affect the management of your comment or compliment:

Gender Identity:

Male

Female

Transgender

Prefer not to say

Do you consider yourself to have a disability?

Yes

No

Don't know

Prefer not to say

What age group do you belong to?

- 16 to 24
- 25 to 44
- 45 to 64
- 65+
- Prefer not to say

Ethnic origin, please tick the box that applies to you:

- White: British
- White: Irish
- White: Other
- Mixed: White and Black Caribbean
- Mixed: White and Black African
- Mixed: White and Asian
- Mixed: Other
- Asian/Asian British: Indian
- Asian/Asian British: Pakistani
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Chinese
- Asian/Asian British: Other
- Black/Black British: Caribbean
- Black/Black British: African
- Black/Black British: Other
- Gypsy or Traveller
- Other
- Prefer not to answer

Please complete and return this form to:

Cosmopolitan Housing Association

Cosmopolitan House

2 Marybone

Liverpool

L3 2BY

This document is available translated into your own language and in large print, braille and audio tape on request.

यह दस्तावेज़ आपकी भाषा में अनूदित रूप में भी उपलब्ध है। विवरण के लिए कृपया इस कार्यालय से उपलब्ध "हमारी सेवा पुस्तिकाओं की गाइड" प्रकाशन देखें।

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿੱਚ ਅਨੁਵਾਦ ਉਪਲਬਧ ਹੈ। ਵੇਰਵਿਆਂ ਲਈ ਦੋਖੇ ਪ੍ਰਕਾਸ਼ਨ "ਸਾਡੇ ਸੇਵਾ ਲੀਫਲੈਟਾਂ ਸੰਬੰਧੀ ਗਾਈਡ", ਜੋ ਇਸ ਦਫ਼ਤਰ ਤੋਂ ਮਿਲ ਸਕਦੀ ਹੈ।

یہ دستاویز آپ کی زبان میں ترجمہ شدہ شکل میں بھی دستیاب ہے۔ کتابچہ بعنوان "ہماری خدمات" (گائڈ ٹو اور سروس لیفلٹس) دیکھیں

هذا المستند متوفر أيضا م رجتاً إلى لغتكم ،
للمزيد من التفصيل برجاء إطلاع على نشرة " دليل خدماتنا "
المتوفر من هذا المكتب

এই ডকুমেন্টটি /লেখটি আপনার নিজের ভাষায় অনূদিত পাওয়া যাবে , 'গাইড টু আওয়ার সার্ভিস লিফলেটস'
(আমাদের পরিষেবা পত্রিকার নির্দেশিকা) প্রকাশনা দেখুন, বিশদ বিবরণের জন্য, যা এই অফিসে পাওয়া যাচ্ছে।

這份資料冊已有中文譯本，請參閱《我們的服務 介紹資料冊指引》，
請向我們 辦公室詢問這份 摺 之詳情。

Waxaad kalood heli kataa dukumeentigani oo ku qoran luqaddaada, fadlan waxaad eegtaa "Kaaliyaha xaashida adeegyadena' oo laga heli karo xafiiskani.

Ky dokument është poashtu i përkthyer në gjuhën tuaj, ju lutemi shikoni botimin "Udhëzime për shërbimet tona në fletpalosjet", që mund t'i gjeni në këtë zyrë, për të dhëna.



Cosmopolitan House, 2 Marybone, Liverpool L3 2BY
Telephone: 0151 227 3716 Fax: 0151 227 4991
www.cosmopolitanhousing.co.uk

Cosmopolitan Housing Association is a Charitable Industrial and Provident Society.