

**Thank you for requesting diary sheets describing the anti-social behaviour you are experiencing.**

Diary sheets are very important as they give us a picture of the nuisance and it helps us decide what action we need to take to find a solution. In very serious cases if we have to go to Court they will show the Judge what has been happening, who has been causing it, and how long it went on for etc.

Your identity can remain anonymous if you prefer but in such cases, your evidence can only be used as ‘hearsay’, meaning that you will not be identified and you do not have to attend Court. Without detailed diary sheets though Co-op Homes is limited to what action can be taken against the perpetrators so your help is invaluable. You need to be aware that it can take quite some time for serious cases to be processed through the Court.

It’s important that all sections of the diary sheet are completed with as much detail as possible. Please be sure to include important smaller details, i.e. car registration numbers, make & model of vehicle, description of clothing etc. Once the case has been assessed, we will talk to you about the action we intend to take.

Please forward completed diaries sheet to [homes@coophomes.coop](mailto:homes@coophomes.coop) or the address on top of this page.

## Your details

<b>Your landlord</b>	
----------------------	--

<b>Your Name</b>		<b>Name of person causing nuisance</b> <i>(if known)</i>	
<b>Your Address</b>		<b>Their Address</b> <i>(if known)</i>	
<b>Your phone number</b>			
<b>Your email address</b>			

If there was a witness to the nuisance, please give their details below:

<b>Witness Name</b>		<b>Is your witness willing to make a statement?</b>	
<b>Witness' Address</b>		<b>Witness phone number</b>	
		<b>Witness email address</b>	

**Continue over**



8 Waldegrave Rd, Teddington, TW11 8GT  
020 3166 2608  
homes@coophomes.coop

## Log of events

Date	Time		Description of incident	Names and addresses of persons responsible if known	How did the event make you feel?	Did you take any action at the time?
	started	stopped				

This diary sheet signed by me is true to the best of my knowledge and belief and I complete it knowing, that if it is tendered in evidence, I shall be liable to prosecution if I have willfully stated anything which I know to be false, or do not believe to be true. I understand that Co-op Homes (South) Ltd may use the information I give in evidence against the person I am complaining about. I am willing to make a written statement to support any further proceedings.

**Name:** ..... **Signed:** ..... **Date:** .....