



# Discipline and Dispute form

## Instructions

The form should be completed when filling a complaint against a WETT member. The installation and maintenance of wood burning appliances is not regulated in Canada. As a non-profit training and educational association, WETT does not oversee, nor is it responsible for, the workmanship of its members. WETT cannot offer assurances that your specific issue will be rectified.

All communications regarding complaints must be in writing. Please fully complete this form. Additional documentation including letters, inspection reports, picture are encouraged. Completed forms can be either mailed to

### Disputes c/o WETT Inc.

296 Jarvis Street, Unit 7  
Toronto, ON M5B 2C5

or scanned and sent electronically with supporting documentation to [info@wettinc.ca](mailto:info@wettinc.ca). Please note in all cases a disputes form must be completed.

Complainants signature :

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Date :

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## Complainant's information

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

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

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Address for which dispute is about

Same as complainant address. If different please provide address for where the dispute is about.

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

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

WETT members name: \_\_\_\_\_

WETT number: \_\_\_\_\_

Company: \_\_\_\_\_

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

Business phone: \_\_\_\_\_

Date of installation or inspection: \_\_\_\_\_

## Details of Complaint

Please describe fully the nature of the complaint. Please includes copies of relevant documents including letters, inspection reports, pictures, etc..

(You may attach a letter for this section)

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(Please include additional paper if needed)

**Actions taken**

Date member was notified of complaint \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please outline actions taken to date to rectify complaint**

(You may attach a letter for this section)

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(please include additional paper if needed)

Complainants signature and date:

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