

CODE ENFORCEMENT COMPLAINT REGISTRATION FORM

IMPORTANT INFORMATION:

- The filing and acceptance of this form does not acknowledge that a violation exists.
- All complaints will be investigated in the order in which that they are received.
- Complaints are confidential.
- Filing a complaint does not confer any privileges and does not entitle you to an inspection report or any other documents.

LOCATION OF PROBLEM: _____

NATURE OF PROBLEM:

PROPERTY MAINTENANCE

OTHER

If necessary to investigate a property maintenance or other code enforcement complaint, may a Code Enforcement Officer enter your property? YES NO

DESCRIBE ISSUE: _____

I hereby certify that the statements made on this form are true and correct.

SIGNATURE: _____ DATE: _____

NAME: _____

The following information is not required, if provided, we may contact you for additional information.

ADDRESS: _____

PHONE: _____ EMAIL: _____

OFFICE USE ONLY

DATE RECEIVED: _____ ASSIGNED TO: _____ RESULT/ACTION TAKEN: _____