

# Property Complaint Form

Date of complaint: \_\_\_\_\_

Time: \_\_\_\_\_

## Details of the Person Making the Complaint (\*All fields required)

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

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

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## Details of Complaint

Address of property: \_\_\_\_\_

Property owner or occupant complaint is against (if known): \_\_\_\_\_

Description of incident or complaint:

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## Received Dates and Outcome (Office Use Only)

Complaint Received by: \_\_\_\_\_

Method by which complaint was made:    \_\_\_ in person    \_\_\_ mail

Date Received by Ordinance Officer: \_\_\_\_\_

Date Investigation was initiated: \_\_\_\_\_

Results of Investigation and action taken:

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\* You may be contacted for any additional information needed about the complaint but will not be contacted about the outcome of the investigation.

Signature of Complainant: \_\_\_\_\_