

Date \_\_\_\_\_

Complaint \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Property Owner/Occupant \_\_\_\_\_ Phone \_\_\_\_\_

Complainant (CONFIDENTIAL) \_\_\_\_\_

Complainant's address/telephone \_\_\_\_\_

Applicable Code Violation \_\_\_\_\_

Referred to Police or Construction Official (date) \_\_\_\_\_

Visit/Call Made/Date \_\_\_\_\_

By whom \_\_\_\_\_

Response \_\_\_\_\_

\_\_\_\_\_

Corrective Action Taken \_\_\_\_\_

Council Informed? \_\_\_\_\_

Matter Closed Date \_\_\_\_\_