CITIZEN COMPLAINT FORM

Animal **Vehicle** **Weeds** **Public Nuisance**

Date: _____

Legal Owner of Property: _____

Physical Address: _____

Current Occupant (if different than above): _____

Name of Reporting Party: _____

Address: _____ Phone Number: _____

Complaint: _____

_____

_____

_____

_____

_____

_____

_____

Reporting Party Signature: _____

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Confirmation of Complaint - by: _____ Date: _____

*If Property in Compliance – Complaint is Closed

*If Property is not in Compliance – 1st notice is sent with timeframe to comply

1st Official Notice Sent - by: _____ Date: _____

Compliance Check - by: _____ Date: _____

*If Property in Compliance – Complaint is Closed

*If Property is not in Compliance – 2nd notice is sent with timeframe/fine

2nd Official Notice Sent – by: _____ Date: _____

Compliance Check - by: _____ Date: _____

*If Property in Compliance & Fine paid – Complaint is Closed

*If Property is not in Compliance – Extension must be secured or city will fine, Abate or turn over to city attorney

Contact made by: _____ Date: _____

Complaint Closed Date: _____