

# HARVEYS LAKE BOROUGH CODE ENFORCEMENT

PO BOX 60 ♦ Harveys Lake, Pa. 18618 ♦ (570)-639-3300 ♦ Fax (570) 639-3063

## COMPLAINT SHEET

Date of Complaint: \_\_\_\_\_

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

### Person Filing Complaint

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

Signature: \_\_\_\_\_

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

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

This above fields is necessary in the event additional information is required. All personal information provided will be kept confidential when dealing with the Responsible Party.

### Property Information

Address of Violation (Number & Street): \_\_\_\_\_

Is the premise vacant or occupied: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

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

### Description of Complaint

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the violation visible from the public right-of-way: Y / N

Is the violation visible from your property: Y / N

If yes, do we have consent to enter your property to view the violation: Y / N

Please note all complaints are handled with complete discretion.

### INTERNAL USE ONLY

Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QOL Ticket Issued: Y / N Ticket No: \_\_\_\_\_

Date: \_\_\_\_\_ Code Enforcement Officer: \_\_\_\_\_