



## FOREST CITY BOROUGH CODE ENFORCEMENT COMPLAINT FORM

Case #: 20 - \_\_\_\_\_

File Opened: \_\_\_\_/\_\_\_\_/20\_\_\_\_

File Closed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

### COMPLAINT LOCATION INFORMATION

ADDRESS OF COMPLAINT/CONCERN: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

If you do not know the specific address, be as descriptive as possible about its location.

### TYPE OF COMPLAINT/CONCERN

- |                                                              |                                               |
|--------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Garbage / Debris                    | <input type="checkbox"/> Outdoor storage      |
| <input type="checkbox"/> Sidewalks (including Snow Removal)  | <input type="checkbox"/> Rodent Harborage     |
| <input type="checkbox"/> Unsafe Conditions                   | <input type="checkbox"/> High Grass           |
| <input type="checkbox"/> Broken Windows / Missing doors      | <input type="checkbox"/> Substandard Building |
| <input type="checkbox"/> Vehicle abandoned Make/Model: _____ | <input type="checkbox"/> Other: _____         |
| License Plate: _____                                         | _____                                         |
| _____                                                        | _____                                         |

### ADDITIONAL NOTES:

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

### REPORTING PARTY INFORMATION

NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

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

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

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Time: \_\_\_\_\_

DATE & TIMED WHEN ASSIGNED TO CODE OFFICER: \_\_\_\_\_

DATE & TIMED WHEN ASSIGNED TO COUNCIL MEMBER(S): \_\_\_\_\_

PICTURES RECEIVE/TAKEN: YES or NO DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_



File Closed:      /      / 20    

Initials

[illegible][illegible]

ACTION TAKEN: \_\_\_\_\_